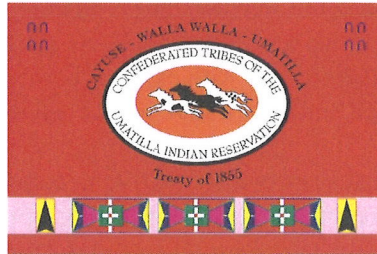


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



Re-Advertised

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Workforce Development Director

SALARY: Pay Range: 15
\$90,790.80 to \$120,000 annual DOE/DOQ

DEPARTMENT: Workforce Development Department

LOCATION: Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Covered Status
Background check required.
Exempt

SUPERVISED BY: Deputy Executive Director

OPENING DATE: September 30, 2024

CLOSING DATE: October 31, 2024

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, and to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Director of Workforce Development is a key leader in formalizing and executing a vision and strategy for community-based workforce programs that serves as a model for employment programming and career pathways, with measurable results, especially for those most impacted by extreme poverty, the COVID-19 pandemic and long-standing systemic racism.

The Director will ensure that employment programs successfully connect jobseekers overcoming barriers to employment toward economic security. The successful candidate will be a visible leader managing multiple programs at various sites following organization and program/department policies and procedures, responsible for program outcomes, reporting, and utilizing best practices. The Director of Workforce Development will be intentional with community engagement best practices and use transformational leadership skills to mentor, coach, inspire, and convene the teams across programs that serve job seekers. Individual accountabilities and work volume will be established through the development of annual work plans. The Director works with and manages relationships with external partners, staff, and employers to build a culture that is grounded in trauma-informed, strengths-based, and restorative justice values.

The Workforce Development Director focuses on two key drivers-education and employment to develop, integrate, improve, and streamline career pathways and job training opportunities. The Director will develop a strategic plan for the Workforce Development Department with key focuses on adult and youth development. Specific areas include reentry employment programs, youth apprenticeships, the green economy, and preparing youth for other emerging career and future work opportunities.

The Director will plan, compete for, execute, and finalize projects according to strict deadlines and within the budget. The Director supervises employees and will secure resources and coordinate and collaborate with partners and clients to deliver and measure workforce development objectives and outcomes of the CTUIR.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Develops effective, integrated management systems and organizational structures that support the administration of program services. Provide recommendations on the development and revision of program policies and guidelines.
2. Directs all services and programmatic needs. Ensures participants will be able to access a career pathway to sustainable employment.
3. Builds and maintains relationships with referring and community partners, including community-based organizations, elected officials, law enforcement, etc.
4. Assist with the identification and needs of underserved tribal populations.
5. Develops a workforce equity strategy and framework and tracking system and dashboard with data analytics for reporting outcomes, needs, and progress.
6. Responsible for ensuring that all staff provide services in accordance with industry and tribal best practices and understand and are aware of contractual obligations, safety and security protocols, program rules/manuals, plans, applicable laws, etc.
7. Develops and maintains key partnerships with employers, referring partners, CTUIR departments and entities, and others to achieve strategic outcomes benefiting participants.
8. Manages the direction of employment preparation, training, and placement of participants. Ensures that employment orientation, assessment, and preparation utilizes best practices and allows participants to succeed in the workforce.
9. Develop and sustain strategic partnerships with employers and education, housing, and health sectors to identify innovative ways to leverage opportunities to reduce barriers and access to services.
10. Develops and delivers project plans, grant reporting, budgets, documentation, training, and presentations and develops best practices and tools for project execution.
11. Identifies and resolves issues and implements improvement plans to ensure the project stays on schedule and within budget.
12. Engages in resource development (prospecting, pre-submittal meetings/webinars, grant proposal development, etc.). Manages the budget with program leadership and financial staff. Contributes to the

development of proposals to secure government and private funding to support employment programs and service activities, along with program leadership and development staff.

13. Lead, coach, train, and develop staff of the Workforce Development Department to achieve overall strategic goals and objectives.

Leadership Competencies

- **Strategic Agility** – Sets a vision and creates strategies in the midst of a complex, uncertain, and changing environment; Thinks big picture to make long-term decisions; Thinks innovatively to improve processes and services; Inspires innovative thinking and helps the organization adapt to change and face adversity.
- **Communication, Teamwork, and Collaboration** – Delivers honest, clear, persuasive, and timely information; Collects (i.e., actively listens) and synthesizes information; Communicates inclusively and respectfully; Communicates appropriately and effectively in written and verbal form to various stakeholders (e.g., participants, staff, partners, funders); Represents CTUIR externally with the power to inspire and influence others.
- **Managerial Courage** – Challenges group-think and creates an environment welcoming diverse perspectives; Identifies, diffuses, and rectifies unethical, unsafe, or uncomfortable situations; Engages in courageous communication and critical thinking to balance differing views across teams and the organization; Manages challenging situations and conflicts professionally even if it requires an unpopular stance.
- **Talent Development** – Builds capacity of future leaders and empowers teams; Leverages unique backgrounds, experiences, and strengths to develop a cohesive team and create an inclusive environment; Manages employees with understanding and empathy (i.e., displays emotional intelligence); Supports employees' well-being by understanding and working to address work stress and vicarious trauma; Provides timely feedback that is authentic, direct, and actionable.

SUPERVISORY AUTHORITY:

477 Workforce Development, Tribal Vocational Rehabilitation, Summer Youth, Internship Program, and Building our Live Skills and Employment (BOLSTER). Coordinate services of Pamáwaluukt Select Services and Adult Training Coordinator to enhance Work Force Development programs.

SIGNATORY AUTHORITY:

Purchase Requisitions, Internal Reviews, Timesheets, travel authorizations, and other employee-related forms for Workforce Development Staff.

ACCESS TO SENSITIVE AREAS: Has access to any and all areas of the spaces and buildings under the Director's responsibility for the management and/or control of the Workforce Development Department.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing that he/she does meet the following minimum qualifications.)

1. Bachelor's Degree in Workforce Education and Development, Human Resources Management, Business Administration, Social Services, or a closely related field with five to six years' work experience with individuals and obtaining direct employment results.
2. Must demonstrate prior experience equivalent to three years+ designing and leading professional, advocacy and/or leadership development programs.

3. Exceptional organizational skills and an ability to manage multiple projects at any given time, including meeting planning logistics.
4. Experience with Department of Labor grants, Workforce Innovation and Opportunity Act (WIOA), or Tribal Workforce Development 477. Experience designing and implementing workforce programs that support adults and youth.
5. Individuals must have experience working with grants and meeting fiscal and performance measure requirements.
6. Individual must demonstrate Project Management, developing Individualized Employment Plans and resource mapping partner programs, i.e., Department of Children and Family Services, Tribal Vocational Rehabilitation Office of Human Resources, Tribal Employment Rights Office, Pamáwaluukt, Department of Education and other Tribal programs or entities.
7. Preferred case management knowledge, skills, and abilities.
8. Ability to be a team player and experience with motivational coaching.
9. Coordinates logistics of various programs within Workforce Development.
10. Communicates updates to the management team and Workforce Development team on a routine basis.
11. Conduct strategic planning efforts with effective performance results.
12. Develops and implements procedures to guide the day-to-day operations.
13. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing.
14. Must be able to communicate or present at all levels of Tribal Government, including the Board of Trustees, Administration, General Council, including Tribal Community meetings.
15. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
16. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs and the ability to address deficiencies in the current scope of services.
17. Must have extensive computer processing and software knowledge, including Word, Excel, PowerPoint, Outlook, printing, scanning, and other Office Suite software.
18. Considerable knowledge of general office practices and procedures. Individuals must be highly organized and have good filing skills.
19. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
20. Demonstrated ability to develop a strategic plan and execute all aspects of Workforce Development.
21. Practice confidentiality at all times.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and/or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 pounds, i.e., records or other material in storage containers/totes/boxes over the head.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content

of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code.”

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age, or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG-FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW, WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.

2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. Submit a copy of your official college transcripts.
6. Tribal and Indian preference: Must provide a copy of Tribal Enrollment Card, Certificate of Indian Blood, or such with a Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.
8. *Technical writing sample (5-20 pg. minimum) related to either workforce development, education, or training must be included with application materials.*

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
 Office of Human Resources
 Staffing and Onboarding
 46411 Timine Way
 Pendleton, OR. 97801
 Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, the application package must be postmarked by the closing date.

Patricia Farrow

Approved: Patricia Farrow, Sr. Staffing and Recruitment Specialist

09/27/2024

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date