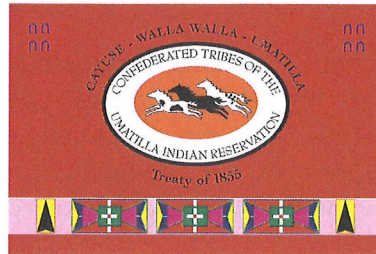


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



Re-Advertised

Note: Review date

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Economic Development Manager

SALARY: Pay Range: 13-14
\$66,000-\$90,000 annual
DOE/DOQ

DEPARTMENT: Department of Economic and Community Development (DECD)

LOCATION: Position is located at Nixyáawii Governance Center, Mission, Oregon,
Confederated Tribes of the Umatilla Indian Reservation

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

SUPERVISED BY: Director of Economic and Community Development

OPENING DATE: March 16, 2020

CLOSING DATE: Open until filled with **review of complete packets May 1, 2020**

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, 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

This position is a professional management position responsible for performing a variety of traditional economic development functions for CTUIR including: business recruitment, business retention & expansion, strategic planning, and real estate development. The position also has a number of responsibilities not found in typical economic development organizations including enterprise oversight, enterprise development, managing construction projects, and property management. The successful candidate will work individually, with departmental and interdepartmental teams, and with a wide variety of external agencies, businesses, contractors,

and other stakeholders to achieve the short- and long-term economic and community development goals CTUIR.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Responsible for business recruitment, including developing and executing a marketing plan for CTUIR commercial and industrial properties. Includes content development for websites, marketing communications, and other materials. Includes developing proposals, delivering oral presentations, and public speaking. Includes developing and maintaining relationships with a broad array of industry experts, consultants, and business owners who may influence business expansion or relocation projects.
2. Responsible for project management as assigned. This may include but is not limited to infrastructure projects, facility construction, other community development initiatives, or development of new tribal enterprises. Includes project oversight, coordinating the work of contractors and consultants, coordinating with other stakeholders, coordinating with internal and external regulatory authorities, budget management, reporting, and other duties.
3. Responsible for business retention and expansion, including developing and maintaining relationships with commercial/industrial tenants and suggesting programs, providing technical assistance, or other aid that will keep businesses on the reservation and help them grow. Support CTUIR enterprises in expansion and development initiatives including identification of new markets, new opportunities, and outside collaborations and funding.
4. Responsible for developing and maintaining relationships with key economic development partners, and representing CTUIR economic development interests with those partners. The partners may include but are not limited to: regional cities, counties, ports, regional economic development organizations (EDO), statewide economic development organizations, Business Oregon, private companies, community oversight boards, utilities serving CTUIR properties, and other tribal EDO's.
5. Responsible for managing Coyote Business Park, Wanapa Industrial Site, and other commercial/industrial properties. Includes maintenance of common areas and tribally-owned facilities, through contractors when applicable. Includes lease negotiation, contract management, and lease renewals. Includes tenant customer service and dispute mediation.
6. Applies for grants and loans (with administrative approval) to fund planning efforts, infrastructure projects, facility projects, or other projects as appropriate. Responsible for grant reporting and similar duties as required by funding agency.
7. Responsible for strategic planning including developing, executing, and periodically updating CTUIR's Comprehensive Economic Development Strategy. Includes community, business, and other stakeholder engagement.
8. Identify, evaluate, and develop opportunities for revenue generation for tribal government and diversification of the tribal economy. Includes development and implementation of proposals for new ventures or enterprises, leveraging existing CTUIR assets and resources. Includes conducting or coordinating feasibility studies to evaluate proposed ventures.
9. Responsible for budget development and budget management. Assists other DECD managers with these tasks as assigned.
10. Responsible for supervision and oversight of certain tribal enterprises as assigned.
11. Responsible for supervision and training of certain DECD staff as assigned.
12. Responsible for Coyote Business Park budget and others if assigned. Responsible for assisting other CTUIR enterprises with budget preparation as assigned.
13. Regular reporting to the Economic and Community Development Committee, and the Board of Trustees and other CTUIR committees/commissions as requested or as assigned.
14. Represent DECD on CTUIR committees or work groups as assigned.

15. Other duties as assigned that relate to the duties and responsibilities identified above.

SUPERVISORY AUTHORITY: Supervises the following positions, subject to change as assigned by the department director: Business Recruitment Specialist, Marketing Associate, TERF Manager.

SIGNATORY AUTHORITY: None unless delegated.

ACCESS TO SENSITIVE AREAS: None.

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

1. Bachelor's Degree in Business Administration, Finance, Planning or related field.
2. Five (5) years of economic development experience in a government economic development department or other credible economic development organization. May be substituted for eight (8) years of experience in a field or fields that collectively demonstrate the applicant's ability to successfully perform the job duties and responsibilities described above.
3. Must have strong interpersonal skills including the ability establish rapport and maintain effective working relationships with internal subordinates/peers/superiors, partner organizations, contractors and consultants, private businesses, government agencies, and members of the general public.
4. Must have strong communication skills including the ability to communicate effectively, orally and in writing, through: proposals, digital media, print media, phone calls, reports, memoranda, emails, letters, and presentations to large or small groups. Must possess professional level writing and grammar skills.
5. Must have knowledge of current economic development practices, trends, and policies and regulations affecting the industry.
6. Must possess excellent research and analytical skills, including the ability to collect, manipulate, and interpret data to produce information that is valuable for both internal and external audiences.
7. Must have knowledge of the basic principles of business operation and administration, including the ability to read and interpret financial statements.
8. Must have the ability to read and interpret laws, codes, and regulations which affect the economic and community development activities of CTUIR.
9. Must have the ability to read and interpret contracts, and to negotiate contract terms with prospective tenants or partner organizations.
10. Must have knowledge of the basic principles of supervision and business/organization operation and administration. Includes the ability to plan, direct, and coordinate the work of subordinates. Includes the ability to coordinate interdepartmental work.
11. Must have the ability to work independently and be self-motivated, as well as the ability to work as part of a team. Must possess skills to manage multiple tasks and prioritize workload bases on organizational needs.
12. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
13. Ability to carry out assigned duties/projects in an efficient and c timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
14. 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.
15. Must have experience with and thorough knowledge of Microsoft Windows and Microsoft Office Suite. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
16. Must have experience working with databases.
17. Grant writing experience preferred.

18. Must have a valid state driver's license, reliable transportation, and meet CTUIR insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Work is usually performed in an office environment with extensive use of a computer and phone. Must have the ability to sit for long periods of time.
3. There will be outdoor field work involving inspection of potential development sites and tours that will require walking over rough terrain. Must have the ability to stand or walk around on varied terrain for long periods of time.
4. There will be travel that will require driving of a CTUIR-owned vehicle, driving your own private vehicle, and riding as a passenger in vehicles and airplanes. Must have the ability to drive automobiles and sit in automobiles and/or airplanes.
5. There will be overnight travel.
6. Must have the ability to lift and carry up to 50 pounds.

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. Applicant's 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 at 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. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

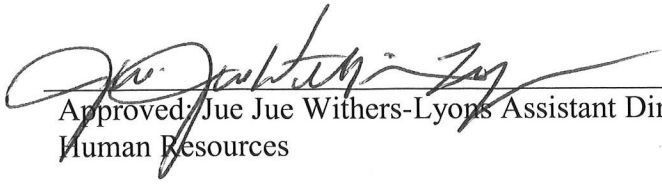
APPLICANT RESPONSIBILITY

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, application package must be post marked by the closing date.



Approved: Jue Jue Withers-Lyons Assistant Director, Office of
Human Resources

4.17.2020

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