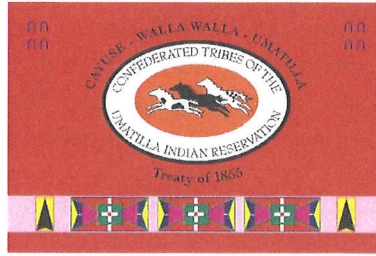


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Executive Director

**SALARY:** Pay Range 22-24  
\$170,153.52-\$237,865.00 Annual DOE/DOQ

**DEPARTMENT:** Department of Administration, Office of the Executive Director

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

**EMPLOYMENT STATUS:** Full Time with benefits package under the Tribal Personnel Policy Manual  
except as expressly limited or otherwise provided for in the CTUIR  
Executive Management Policy (EMP)  
Exempt

**SUPERVISED BY:** Chair, Board of Trustees (Board) or his or her designee, for the purpose of  
timesheets, approved leave, and travel requests and to the Board as a body  
for purposes such as receiving assignments, prioritization of work, policy  
direction, and periodic performance evaluations. EMP §VI

**OPENING DATE:** July 15, 2024

**CLOSING DATE:** August 29, 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, 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 Executive Director is charged with the management of CTUIR governmental operations as directed by the CTUIR governing body, the Board of Trustees. The Executive Director is responsible for ensuring that the Tribal management, operational, fiscal, personnel and legal systems work effectively and efficiently to deliver governmental services. The Executive Director has the authority and responsibility to implement the legislative actions and annual budgets as approved and directed by the Board. The CTUIR government employs approximately 600 persons with an annual budget of approximately \$530 million.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

Consistent with the CTUIR Executive Management Policy, the Executive Director is responsible for the following:

1. To implement the policies, laws and budgets of the CTUIR as adopted by the Board of Trustees;
2. To carry out the day-to-day government and administrative affairs of the CTUIR consistent with the policies, laws and budgets adopted by the Board of Trustees. In carrying out these delegated duties, the Executive Director shall utilize appropriate CTUIR programs and staff. This general authority shall include, but is not limited to, the following:
  - (a) **Oversight and Supervision:** Oversight and supervision to ensure that departments and programs are developing appropriate work plans and carrying out their assigned tasks, complying with relevant contract provisions, regulations and law, and following the policy and long-term planning directives of the Board of Trustees.
  - (b) **Budget Development and Implementation:** Ensure accurate projections of revenue and expenditures, and recommend budgets for all operations, investments and reserves, taking into consideration short and long term Tribal goals and economic self-sufficiency as directed by the Board of Trustees. Implement and authorize expenditures in accordance with Fiscal Management Policies and approved budgets.
  - (c) **Procurement:** Ensure procurement of necessary goods and services to carry out the policy and planning directives of the Board of Trustees, in accordance with the Fiscal Management Policies, budgetary limits and directives established by the Board of Trustees.
  - (d) **Personnel:** Ensure that proper hiring, supervising and disciplining of personnel is conducted pursuant to the policies and procedures approved by the Board of Trustees in the CTUIR Tribal Personnel Policies Manual (TPPM).
  - (e) **Specific Delegation:** To delegate responsibilities and authorities to subordinates as appropriate to carry out Tribal business.
3. To serve as a liaison between entities established by the CTUIR and the Board of Trustees. The Board of Trustees recognizes that efficient operation of Tribal administration requires clear lines of authority and direction.
4. Report regularly and frequently to the Board of Trustees on the status of Tribal projects, departments, programs, and any issues, concerns, and accomplishments of the CTUIR staff.

5. To make recommendations to the Board of Trustees regarding the organizational structure of CTUIR governmental departments and any necessary changes in the organizational structure to ensure effective delivery of services, in accordance with adopted policies, laws and budgets of the CTUIR. The Executive Director shall publish the Tribal organization structure at the beginning of each calendar year and at such other times as any material changes in the structure shall occur.
6. To issue rules and regulations governing tribal government and administration as authorized by the Board of Trustees.
7. To negotiate, execute, sign and modify grant and contract documents which implement programs, activities and functions that have been approved by the Board. This delegation includes signature authority for all agreements that are necessary for the successful implementation of the program.
8. To ensure codification of all legislative acts of the Board of Trustees within the Tribal Codes.
9. In coordination with the Board of Trustees Secretary and through the Office of Records Management, ensure that minutes, resolutions, codes and all other associated records of the Board of Trustees and the CTUIR are properly maintained.
10. Ensure that the required reviews of enacted Tribal laws and policies are conducted on a regular basis and to recommend additions and changes to the Board of Trustees for their approval.
11. In order to protect life and property, exercise the emergency authorities delegated by the Board of Trustees through enacted laws and policies.
12. Ensure that legislation, regulations, initiatives, and other matters that may impact CTUIR interests and operations are monitored and reported to the Board of Trustees. Ensure that appropriate plans, strategies and actions are developed and implemented to address such matters, and that appropriate CTUIR staff and lobbyists are consulted in these matters.
13. Assist the Board of Trustees in planning and goal setting. Ensure implementation of such plans and goals as directed by the Board of Trustees. Regularly report to the Board of Trustees on progress made towards achieving goals.
14. To carry out administrative functions in support of CTUIR commissions and committees, such as the provision of administrative support services for such advisory bodies, or other duties as assigned, as expressly directed by the Board of Trustees in a Tribal policy, law or budget.
15. To immediately report to the Board of Trustees any citation, arrest, conviction for a misdemeanor or felony crime, or the filing of personal bankruptcy, or any filing of civil or regulatory action against him/her.
16. The Executive Director shall be a CTUIR employee with all the rights and obligations as defined in the Tribal Personnel Policy Manual, except as expressly modified by the Executive Management Policy Manual.
17. Must represent the CTUIR in a professional manner upholding the highest levels of integrity, honesty and appropriate behavior. Must always demonstrate personal and professional integrity, ensuring that CTUIR leadership is beyond reproach, and promoting the CTUIR in a positive manner.

18. The Executive Director shall disclose any actual or potential conflicts of interest and shall not lobby individual Board of Trustees members for personal or professional gain.
19. The Executive Director shall ensure the operational continuity of the Executive Director's responsibilities at all times, and after regular working hours will remain available by phone each day of the year. In the absence of the Executive Director, all powers and duties of the Executive Director shall be delegated to a Deputy Executive Director.

**SUPERVISORY AUTHORITY:** The Executive Director shall provide management oversight and supervision for all aspects of CTUIR government as per the Executive Management Policy. The Executive Director shall provide through the chain of command direct supervision to two Deputy Executive Directors, Finance Director, HR Director, Chief of Police, administrative and management staff and shall indirectly supervise all tribal staff.

**SIGNATORY AUTHORITY:** The Executive Director has authority to execute documents on behalf of the CTUIR consistent with the Executive Management Policy and Fiscal Management Policy.

**ACCESS TO SENSITIVE AREAS:** The Executive Director shall have access to sensitive areas and confidential information necessary to carry out their function and shall adhere to all CTUIR policies regarding confidentiality of information.

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

1. Education: A Bachelor of Arts or Bachelor of Science degree from an accredited college or university is required. A graduate degree (e.g., master's degree, juris doctorate, Ph.D.) from an accredited college or university is preferred.
2. Work Experience: At least seven (7) years of work experience, within the last ten years, at the executive management level in government and/or enterprise (commercial or non-profit) with responsibility fiscal management and supervision with a preferred focus on Tribal governance. This includes proven work experience in budget management, employee supervision and executive-level communication of management directives and operations to employees, governmental bodies, and surrounding communities. Applicant work accomplishments must demonstrate suitability and capability for serving at the executive level to a governing board.
3. Management Experience: Proven experience in aligning organizations to long term comprehensive policy plans, strategic planning, policy and operational priorities, and development and implementation of Annual Work Plans. The applicant must have experience integrating management, financial, legal, and legislative, information technology, and regulatory, public safety and human resources systems for an organization. Applicants should include their experience in executive-level delegation, managing expected outcomes, and resource solutions that achieve tribal objectives.
4. Supervision Experience: Proven ability to effectively exercise direct supervisory responsibility over directors/managers, and indirect supervision over other employees.
5. Fiscal and Budget Experience: Proven ability to develop and strategically direct a large organization which integrates varied revenue sources, such as self-governance compacting, tribal enterprise, grants, settlements and government-to-government sources. Applicants must demonstrate experience adhering to federal procurement frameworks. This position requires effective fiscal management plan implementation for a



tribal governmental organization and/or tribal enterprise annual budgets, investment strategies, interpreting basic financial statement and clean audits. Applicants should highlight their experience in resource development planning, financially sustainable innovations that enhance services, and any success addressing and refining budgetary resources to achieve strategic objectives.

6. **Communication Experience:** Proven ability to communicate effectively, diplomatically, and tactfully, both orally and in writing to a governing board, supervisory personnel, employees, governmental entities, the public and Tribal members. Applicant must demonstrate the ability or experience to communicate effectively with governments (federal, state, local, and tribal). The applicant must also demonstrate the ability to effectively communicate to the public about the operations, activities and resources available within an organization in a manner that is useful and understandable.
7. **Policy Development:** Applicant must have the ability to coordinate executive level advising to a governing body for policy making. Such advising provides timely, accurate and qualitatively relevant information and options to support sound governmental and policy making. Applicants should highlight their experience making coordinated recommendations through development of policy briefing materials, due diligence research, option analysis, and navigation of decision-making steps such as initiating staff reviews, regulatory frameworks, collaborating with directors and executive management, tribal boards, commissions/committees, and governing bodies.
8. **Tribal Governance Knowledge:** Applicants should demonstrate instances of advancing tribal goals as applied to tribal government operations, including 638 contracting and self-governance compacting, federal Indian law, tribal treaties, tribal constitutions, and tribal issues including economic development, gaming, housing, health, public safety, natural and cultural resources, human services, education, knowledge of tribal history, culture and values, and other issues related to tribal governments.
9. **Leadership:** Proven leadership in tribal governance. Demonstrated through past progressive tribal governance leadership at executive level, including enterprise experience through risk management and accountability.
10. **Computer Experience:** Working knowledge of basic computer operations including electronic mail, word processing and databases (e.g., MS Word, Excel, PowerPoint, Outlook).
11. Must have a valid state driver's license and meet Tribal Insurance Requirements to drive GSA vehicles.
12. Prior to submission of the final candidates to the BOT, the finalists shall each pass pre-employment requirements including drug and alcohol test, financial background check, and criminal background check. The standards for such testing shall be as follows:

- (a) Alcohol and Drug Test – Standards imposed on all covered status Tribal employees for drug testing as set forth in the TPPM;
- (b) Satisfactory Financial Background Investigation – using the standards for primary management officials under the Tribal Gaming Code; and
- (c) Satisfactory Criminal Background Investigation – Using the standards for primary management officials under the Tribal Gaming Code and standards imposed by the Indian Child Violence Prevention and Family Protection Act.

13. Proven ability to represent an organization in a professional manner upholding the highest levels of integrity, honesty and appropriate behavior as outlined in the Executive Management Policy.

#### PHYSICAL DEMANDS:

1. Ability to sit at a desk for extended periods of time and use office equipment such as computers, telephones.
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. Current ?
4. Ability to lift up to 25 pounds.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing 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."

#### 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 submitted or postmarked after the application deadline will not be considered.

#### 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 (both sections, if applicable)
5. Copy of official college transcripts.
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or other documentation of enrollment 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, the application package must be received or postmarked by 4:00pm on the closing date.**

 \_\_\_\_\_ 4/15/2024  
Approved: Jue Jue Withers Lyons, Interim Director, Office of \_\_\_\_\_ Date  
Human Resources

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**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

