

NATIVE VILLAGE OF KOTZEBUE

Job Description: Native Village of Kotzebue Executive Director

Job title: Executive Director	Organization: Native Village of Kotzebue
Department: Administration	Reports to: Native Village of Kotzebue Tribal Council
Schedule: Monday – Friday, 8a-4:30p	
Location: Kotzebue, AK	Status: Exempt
Pay Grade: D.O.E.	Staff supervision: Yes
Travel required: Yes	Opening Date: September 3, 2019
	Closing Date: Until Filled

Summary

The Native Village of Kotzebue Council ascribes to self-determination, and the Executive Director shall act accordingly on behalf of, and for, the Native Village of Kotzebue tribe. Under the direction of the Native Village of Kotzebue Council, the Executive Director is responsible for articulating the policies, and strategic vision of the Council to the organizational components of the Kotzebue Tribe. This includes planning, organizing, coordinating and managing program support as well as facilitating and assisting in the development of departmental goals, objectives, and budgets. The Executive Director has supervisory authority over the departmental Directors and Managers and is responsible for supporting tribal programs to ensure timely, consistent and effective execution of departmental functions.

Essential Duties and Responsibilities

- Responsible for articulating the goals and objectives of the Native Village of Kotzebue Tribe, as identified by the NVK's Council, to tribal staff.
- Provides leadership in the development and implementation of policies, plans, initiatives, and other activities to accomplish the goals and objectives.
- Attends all Council meetings and provides information as needed, recommendations and support to the Council and council-level committees in the creation of policies, programs and strategic direction.
- Supports activities associated with the Tribal Council, including staffing and meeting materials.
- Protects legal interests and maintains tribal operations within the law, retains and works with counsel to obtain opinions or address claims and litigation.
- Keeps Council apprised of all new proposals to pursue contract and/or grant funding.
- Oversees the financial management of the tribal departments, as identified by the organizational chart, including adherence to control and accountability policies for all tribal funds, physical assets and other property.
- Facilitates and oversees the development and implementation of departmental budgets and ensures departmental compliance with those budgets. Consolidates departmental budgets into an organization-wide annual operating budget and presents the annual operating budget to the Council for approval.
- Oversees the operations of the tribal departments, including reviewing and evaluating the results of program activities, ensuring that contractual obligations are being fulfilled and allocating resources for greater program effectiveness and efficiency.
- Travel or work conditions may be required utilizing alternative methods.

Supervisory Responsibilities

- Responsible for the management and supervision; including hiring/termination, performance review, compensation, and disciplinary actions of administrative staff and for the following tribal department leads: Transportation, Social Services, Education, Housing, Enrollment, Environmental, Tribal Courts and Finance.
- Implements and enforces adherence to administrative and personnel policies and procedures.
- Oversees departmental expenditures.
- Maintains comprehensive knowledge of all departmental functions.
- Leads and facilitates regularly scheduled tribal staff meetings
- Has signing authority for payroll and procurement.
- Represents the Tribe in meetings and forums with other organizations, city, state and federal agencies.
- May serve as a contact person for vendors, contractors, and other business partners.

Minimum Requirements

- A Bachelor's degree and 5 years of Administrative experience; OR an equivalent combination of education and experience.
- Supervisory experience.
- Experience in coordination of program activities with officials and representatives of other agencies, interpretation and application of complex federal regulations; and drafting program policies, procedures and reports.
- Must have a high level of interpersonal skills to handle sensitive and confidential situations as well as build positive relationships with tribal members and partners.
- Microsoft proficiencies in Word, Excel, and PowerPoint.
- A valid driver's license and an acceptable driving record for the past three (3) years to be eligible under NVK's vehicle insurance policy.
- Must be able to successfully pass a background check and drug test.

Preferred Qualifications

- Bachelor's degree
- Enrolled member of the Native Village of Kotzebue
- Knowledge of the Federal Programs including PL 93-638 contracting, Indian Reorganization Act of 1934, as amended, the Indian Self Determination and Education Act; NAHASD, ICWA; and Tribal Courts, ANCSA Act of 1971; and the Alaska Native Interest Land Conservation Act.

Native Preference will be given in recruiting and hiring, consistent with the Indian Self-Determination and Education Assistance Act, P.L. 93-638, as amended.

Equal Opportunity Employer

The Native Village of Kotzebue is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran protected status or any other characteristic protected by applicable law.