

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
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JOB DESCRIPTION

TITLE: DEPUTY EXECUTIVE DIRECTOR
DEPARTMENT: EXECUTIVE
SALARY: G16-Exec10/ S1 \$34.47- \$48.92 DOQ/EE AFTER SUCCESSFUL 90 DAY PROBATION
OPENS: November 14, 2022
CLOSES: December 2, 2022
CAREER STATUS: **EXEMPT** – ALL MANAGEMENT BAND POSITIONS ARE SALARIED AND EXEMPT FROM OVERTIME COMPENSATION; Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

This is a management position with the authority to assist the Executive Director to manage and be responsible for the effective development, implementation, administration, and improvement of the Shoshone-Bannock Tribes' ("Tribes") government operations.

The principle function of this position is to assist the Executive Director with the efficient and effective management of the Tribes' fiscal, material, and human resources to advance and sustain Tribal goals, objectives, and compliance while assuring efficiency of operations, effective, unbiased administration and quality service delivery. Performs a wide range of difficult to complex management system processes related to accounting, finance, contracting, property, personnel, and related activities that support effective Tribal government operations.

Must project a professional attitude and appearance at all times in the performance of job duties. Must conduct themselves, both on and off duty, in a manner that brings credit to the Tribes.

SUPERVISOR:

The Deputy Executive Director ("Deputy") works under the direct supervision of the Executive Director. Supervision and performance evaluations for the Deputy are performed by the Executive Director; however, Deputy work responsibilities are performed with considerable latitude for independent judgment and action for Tribal government capacity building, upholding Tribal ethics, and compliance with applicable laws.

DUTIES AND RESPONSIBILITIES:

1. **ADMINISTRATIVE FUNCTIONS:** Responsible for assisting the Executive Director ensure that all Tribal departments and programs are properly, effectively, and efficiently administered; including:

DEPUTY EXECUTIVE DIRECTOR

- a. Fulfills the duties/responsibilities of the Executive Director when delegated.
 - b. Shall act as the immediate supervisor of Directors/Supervisors when assigned by the Executive Director.
 - c. Assisting the Executive Director with evaluating the effectiveness of departments/programs via performance measure systems.
 - d. Assists the Executive Director in taking corrective action when necessary and prescribes and monitors corrective action plans.
 - e. Duties and responsibilities will include other related activities needed to carry out the position functions.
2. **ENFORCEMENT AND COMPLIANCE FUNCTIONS:** Assists the Executive Director in ensuring Tribal Policies are followed by Tribal Departments and are properly, effectively, and efficiently administered.
- a. Coordinates with Directors to recommend and implement Tribal government policies, procedures, and processes to improve governmental capacity.
 - b. Assists the Executive Director with the enforcement of approved Tribal governmental policies and procedures and makes recommendations regarding improving or updating the same.
3. **ADVISORY AND COORDINATION FUNCTIONS:** Advises and assists the Executive Director with planning, recommending, implementing, monitoring, and improving administrative policies, processes, and procedures, and assisting with directing the activities of the Tribes' personnel and resources for government capacity building.
- a. Assists the Executive Director by conducting regularly-scheduled supervisor meetings for reports on the status of Tribal departments/programs.
 - b. When requested by the Executive Director, interfaces with the Fort Hall Business Council, Federal and State agencies, and Tribal personnel to ensure departments/programs are managed in compliance with applicable regulations and policies, processes, and procedures.
4. **INFORMATION AND RESEARCH FUNCTIONS:** Assists the Executive Director with collection of information necessary to enforce and maintain Tribal Policies, Procedures, and Regulations.
- a. Consults with Tribal staff to define needs, assists in developing project proposals, and evaluates resulting outcomes.
 - b. Defines project requirements by identifying project milestones, phases, and activities; forming project teams; and establishing a project budget.
 - c. Monitors project progress by tracking activity, resolving problems, publishing progress reports, and recommending actions.
 - d. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing professional networks, benchmarking state-of-the-art practices, and participating in professional societies.
5. **TRIBAL MANAGEMENT SYSTEM COMPLIANCE:** Under the supervision of the Executive Director, interfaces with grant agencies and Tribal Management System personnel to ensure departments/programs are managed in compliance with applicable regulations and Tribal Management System policies and operating procedures governing Personnel, Finance, Contracting, Administration, Records, Facilities, Information Technology, and Property. When so delegated, shall take corrective action when problems are identified.

6. **CONFIDENTIALITY: MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION, INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.
7. **OTHER RELATED DUTIES AS ASSIGNED:** Duties and responsibilities shall include other related activities as needed to carry out the position functions.
8. **PERFORMANCE STANDARDS AND COMPETENCIES INCLUDE, BUT ARE NOT LIMITED TO:**
 - a. Quality of supervision, scheduling, and coordination of personnel functions.
 - b. Ability to communicate clearly and concisely, both orally and in writing.
 - c. Establishes and maintains effective working relationships with job contacts.
 - d. Projecting a professional attitude and appearance.
 - e. Responsible for practicing safe work habits in the performance of the job.
 - f. General Management: leadership, problem solving, interpersonal relations, fiscal management, human resource management, and team building.
 - g. Must be able to adapt quickly to change, be a self-starter, and be able to work with little or no supervision.
 - h. Responsible for modeling high standard of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes.
 - i. Motivates department personnel and peers toward future goals.

QUALIFICATIONS:

Minimum qualifications (General Grade 16):

- An Associate's degree from an accredited college or university in a relevant field (i.e. paralegal or legal assistant); and
- A minimum of ten years of progressive experience in a relevant field/position, of which at least five must have been in a supervisory capacity.

OR

Preferred qualifications (Exec Grade 9-10):

- A Bachelor's, Master's or Doctorate degree from an accredited college or university in a relevant field; and
- A minimum of eight years of progressive experience, of which at least four must have been in a supervisory capacity.

Applicants meeting the higher preferred qualifications will be given preference.

Additional Required/Minimum Qualifications:

The successful applicant will possess demonstrated success with Native American organizations or Tribal governmental operations.

Applicants must demonstrate knowledge of management principles and practices in at least three of the following administrative functions: accounting, finance, personnel, property, or contracting.

Must have knowledge of managing federal contracts and grants and have working knowledge of the Indian Self Determination Act, as amended, P.L. 93-638, BIA, and Indian Health Service contracting requirements.

DEPUTY EXECUTIVE DIRECTOR

Ability to plan and direct complex work projects. Ability to develop, present, and successfully implement long-range plans and budgets.

Must be able to identify and resolve administrative problems.

Must have working knowledge of current Federal Laws, regulations, legislation, economic trends, and developments within the areas of responsibility.

Must demonstrate an ability to interpret and apply laws, regulations, resolutions, and policies. Furthermore, shall know when to consult with Tribal legal counsel for assistance.

Employment history must indicate creditability and dependability, as well as strong organizational capabilities.

Must be a self-starter and be able to complete tasks in a timely manner. Must possess ability to work independently with little or no supervision. Must coordinate job duties and responsibilities, including job assignments, with the Executive Director on a regular basis and consult with the Executive Director before taking any disciplinary or corrective actions.

Must possess excellent verbal and written communication skills and an ability to understand and execute a variety of complex written and oral instructions.

Must be able to adapt quickly to change and work in a fast-paced, high stress work environment.

Must submit to pre-employment background check/be able to pass a background check, including:

1. Must never have been convicted of a felony (a withheld judgement shall constitute a conviction); and
2. have no misdemeanor convictions within the past year (12 months) in any jurisdiction; and
3. Must not have any pending criminal charges in any jurisdiction.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

DEPUTY EXECUTIVE DIRECTOR

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.