



Job Title: Self Governance Director
Department: Tribal Operations
Reports to: Executive Director

Position Summary:

Under the general supervision of the Executive Director, the Self Governance Director assists in the day-to-day management of compacted departments including assessments, analysis, development and implementation of various programs, projects, and departments, including developing, securing and managing funding for programs within the organization including governmental affairs in Tribal, State, and Federal areas.

Duties and Responsibilities:

- Provide direct oversight to the departments which include: 477/education, Social Services, Tribal Court, Tribal Transportation, Senior Services, Natural Resources, and Gaming, along with other departments in the absence of the Executive Director.
- Research funding opportunities and prepare grant applications and contracts
- Assist in budget preparation, reporting of grants, and provide ongoing monitoring for each department assigned to.
- Prepare written reports for the Executive Director and Tribal Council, funding sources, organizations and meetings as requested by the Executive Director.
- Attend meetings and work sessions, must be available to travel to various tribal, regional, and national meetings to advocate on behalf of the ONC Tribe.
- Develop quarterly News Letter for tribal members
- In coordination with the Executive Director, shall participate in annual Compact Negotiations.
- In coordination with the Executive Director, plan the Annual Tribal Membership meeting and the development of the annual meeting report.
- Keep updated on Federal Indian Law relating to Tribal Operations

Supervisory Responsibilities:

- Performs a full range of supervisory duties and responsibilities to the Tribal Enrollment, 477 education, Social Services, Tribal Court, Tribal Transportation, Senior Services, Natural Resources, and Gaming departments. Develops work plans and evaluates performance of subordinates, and in the absence of the Executive Director will provide supervision to other department staff which includes Tribal Housing and Accounting.



Qualifications:

- Must have the ability to work closely with individuals in a culturally diverse environment
- Have the ability to work under stressful conditions with an even temperament
- Have (at least) basic knowledge of Federal, State, and Tribal Law.
- Ability to establish and maintain working relationships with other employees, public, and other organizations.
- Ability to understand and follow oral and written instructions
- Ability to work independently, with minimum supervision

Requirements:

- Must demonstrate ability to establish and maintain effective Tribal government-to-government relationships and funding agency relationships, as well as relationships with Tribal Council Members, managers, and program directors.
- Must demonstrate ability to perform detailed analyses and prepare clear, concise and accurate correspondence and reports.
- Must demonstrate ability to be flexible and assist other staff in completing projects.
- Experience and demonstrated skill in creative problem-solving and conflict resolution; ability to work in culturally diverse environments and tolerate different viewpoints; ability to tolerate unforeseen and sometimes frustrating challenges.
- Must have demonstrated ability to work independently, make decisions and maintain confidentiality.
- Must possess a valid Alaska drivers license

In accordance with the ONC hiring policy, preference to qualified Tribal members will be given at the time of hiring.

Salary: Exempt DOE