



**PASKENTA BAND OF NOMLAKI INDIANS
TRIBAL GOVERNMENT
CHIEF OPERATIONS OFFICER
Position Description**

Reports to: Chief Executive Officer	Open: 12/6/2021
Job Class: Exempt	Closes: until the position has been filled.
Email or fax resumes to: hr@paskenta.org Fax: 530-528-3553	Projected Start Date: TBD
<i>Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.</i>	

POSITION SUMMARY

The Chief Operations Officer will be responsible for maintaining and driving operational results within the Paskenta Band of Nomlaki Indians Tribal Government. The COO will work with the CEO to develop and implement an overall operational strategy to maintain and enhance the Tribe's government operations. The COO will manage the government operations departments, and ensure that all functions, are timely and accurately completed. The COO must be a skilled communicator and effective leader who can encourage growth, maintain key operational procedures, create new processes, and ensure day to day operational excellence.

This position must have strong analytical, strategic planning and communication skills, including an ability to work well with the Chief Executive Officer, Chief Financial Officer, Tribal Council and other Senior Managers.

DUTIES & RESPONSIBILITIES:

1. Facilitates discussions between CEO and Tribal government operational departments in planning government objectives to develop organizational policies that accomplish key strategic initiatives of the Tribe
2. Represents the Operational Departments at General Council meetings and Tribal Council meetings.
3. Collaborate with the CEO in setting and driving organizational vision, operational strategy, resource allocations and hiring needs.

4. Translate strategy into actionable goals for performance and growth helping to implement organization-wide goal setting, performance management, and annual operating planning.
5. Oversee government operations and employee productivity, building a highly inclusive culture ensuring team members thrive and organizational outcomes are met.
6. Ensure effective professional development, performance management, and retention of government operations team.
7. Works with other c-level executives on budgeting, forecasting and resource allocation programs.
8. Work closely with senior executive team to create, implement, and roll out plans for operational processes, internal infrastructures, reporting systems and company policies all designed to foster growth, accuracy and efficiencies within the Tribe.
9. Provide strategic and technical advice on operational issues to Tribal officials and employees as needed.
10. Effectively manage and provide direction to all operations departments and personnel, including supervisory, professional, technical, and clerical staff, directly and indirectly.
11. Develop and implement operational processes and systems and continually evaluate for opportunities to improve effectiveness and efficiency.
12. Maintain operational policies, coordinate their timely review and update, disseminate approved revisions to Tribal personnel, provide training on operational policies to Tribal personnel as necessary, and monitor compliance with policies.
13. Assist with training Tribal employees regarding other relevant operational matters as necessary.
14. Attend continuing education seminars and other job-related trainings as required.
15. Always acting ethically and positively representing the best interests of the Tribe.
16. Supervisory responsibilities include, but are not limited to, training, motivating, empowering and evaluating staff. Directly supervises key government operational management positions.
17. Communicate with tact and discretion while maintaining strict confidentiality.
18. Demonstrate cultural sensitivity.
19. Perform other duties as assigned.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

1. Bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration or related field.
2. Master's degree preferred.
3. 5-10 plus years of experience in Executive/Government Leadership role or equivalent.
4. Budgeting and/or financial focused mindset.

5. Tribal Government experience preferred.
6. Strong knowledge of BIA and IHS preferred.
7. Solid understanding of Tribal Sovereignty and Indian law.
8. Experience working with PC based accounting software, fund accounting or other governmental accounting software.
9. Knowledge of principles and practices of general business administration including personnel practices and employment laws, general accounting practices, internal control practices.
10. Ability to work in an interdisciplinary environment.
11. Knowledge of mathematical concepts such as fractions, percentages and ratios to practical solutions.
12. Excellent command of English language, spelling, grammar and punctuation.
13. Very strong interpersonal and effective communication skills, both written and verbal.
14. Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.
15. Must successfully complete a pre-employment drug screen and background investigation.

CORE COMPETENCIES

1. Commitment to excellence and high standards.
2. Excellent written and oral communication skills.
3. Strong organizational, problem-solving and analytical skills.
4. Ability to manage priorities and workflow.
5. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
6. Acute attention to detail.
7. Strong interpersonal skills.
8. Good judgment with the ability to make timely and sound decisions.
9. Creative, flexible, and innovative team player.

NOTE TO APPLICANTS

Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move

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objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting. The noise level in the work environment is usually low to moderate. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment with Paskenta Band of Nomlaki Indians is voluntarily entered. All PBNI personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by PBNI. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Paskenta Band of Nomlaki Indians and employee and is subject to change by the Paskenta Band of Nomlaki Indians.