



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Chief Operations Officer II (COOII)
Department: Administration
Supervised by: Tribal Administrator
Pay Range: T-11 \$30.90 - \$43.26 (\$64,272 - \$89,981) DOQ
FLSA Status: Exempt/Salaried/Full-Time

Position Summary: Under the direction and supervision of the Tribal Administrator the Chief Operations Officer II responsibilities are to oversee and assist with the day-to-day functions for all departments under administration that provide administrative service within the Bishop Paiute Tribe, as well as provide executive assistance to the Tribal Administrator. With guidance from the Tribal Administrator, the Chief Operations Officer II with specific delegation of duties will have authority to act as Tribal Administrator in the Administrator's absence.

Responsibilities:

- In coordination with the Tribal Administrator, supervise the implementation of all management functions including, but not limited to, Social Services programs, Education programs, Human Resources, TERO and Fiscal. Evaluate program operations to ensure that contractual program obligations are fulfilled. Modify program objectives and activities to allocate resources for maximum effectiveness.
- Provide administrative and technical assistance to the Directors. Serve as the Executive liaison with the management team and other departments in the resolution of day to day administration and operations challenges. Serve as departmental liaison with administrative personnel concerning departmental policies and procedures, grant management and budgetary preparation and control.
- Perform public relations and collaborate with area businesses, civic organizations, educational institutions and other organizations to develop high quality programs and services that meet the needs and interests of the communities served.
- Review and evaluate program operations to ensure that contractual program obligations are fulfilled. Recommend modifications to program objectives and activities in order to allocate resources for maximum effectiveness.
- Be responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive meetings.
- Assist the Tribal Administrator with on-going research and planning to obtain information and community input regarding the social and economic needs of the communities served.
- Assist the Tribal Administrator in the review activity reports and financial statements to determine progress and status in attaining objectives and revise objectives; and plans in accordance with current conditions.
- Assist the Tribal Administrator with performance evaluations of management for compliance with established policies and objectives of the organization; and contributions in attaining objectives.
- All other duties must be completed as assigned.

Supervisory Responsibilities:

Manages subordinate supervisor(s) who supervise employee(s); is responsible for the overall direction, coordination and evaluation of these units. Also, directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include, but are not limited to: assisting with interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Minimum Qualifications:

- BA or BS from an accredited university and 3 years' experience administering Indian Programs.
- Two years progressive responsibility and supervision in Office Management
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy, including criminal background check.
- Preference will be given to Indian applicants. Knowledge of Indian community and sensitivity to Indian needs required

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and

Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.