

POSITION DESCRIPTION
DEPUTY CHIEF OPERATING OFFICER

INFORMATION

Job Class: Junior Executive	Class Status: Active
Department: Tribal Operations	Type of Position: Administrative Exempt
Location of Work: Juneau, Alaska	Covered Position: No
Salary Grade(s): 15/17	Prepared by: Corrine Garza
Hours of Work: 8:00 a.m. – 4:30 p.m.	Approved by:
Employment Category: Regular Full-Time	Effective Date:

PURPOSE

Provides direct and indirect support to the Chief Operating Officer (COO). Deputy will assume position of COO upon her retirement. Ensures Tribal Operations' functions are carried out in an orderly manner. Serves as liaison to the Department Managers and the Compact Tribes under the direction of Tribal Operations. Develops collaborative relationships and works closely with the Tribe's management team, other organizations, governmental officials, and agencies. Participates in regional, statewide and national tribal organizations, commissions, work groups, task forces, and other groups as assigned.

REPORTING RELATIONSHIPS

Reports To: Chief Operating Officer
Supervises: Wrangell and Saxman Tribal Administrators, Tribal Operations, Information Technology Department, Human Resources Department, Property Management, Self-Governance, Finance, Public Safety, Roads and Transportation, Native Lands and Resources, and Head Start Managers who report to the COO
Liaison To: Departmental Managers and Compact Tribes

ESSENTIAL FUNCTIONS

- Investigate unrestricted revenue generating projects and monitor development of approved projects.
- Develop and update policies and procedures as needed.
- Coordinate Annual Self-Governance Compact meeting and annual community meetings.
- Assist COO in allocating budget for the compact, monitoring revenue expense reports to ensure compliance with budgets, and adjusting as needed.
- Ensure that the Compact budgets are balanced to funds received.
- Attend Tribal Self-Governance semi-annual and annual meetings.
- Coordinate communication with the Compact Tribes, using online conferencing as necessary.
- Responsible for maintaining employee retirement documents and attending meetings of the trustees.
- Responsible for attending trustee fiduciary training.
- Review leases and proposed leases for compliance with procurement policies.
- Review standard service agreements to ensure compliance with procurement policies.
- Review monthly trust fund statements to ensure compliance with the Investment Policy Statement.
- Serves on the Investment Policy Committee.
- Serves on the Condominium Association Board of Directors.

- Responsible for monitoring and attending Executive Council meetings.
- Investigate and obtain loans for the tribe as needed and necessary.
- Oversee implementation of the client cloud based portal.
- Provide support to the land into trust applications of the tribe.
- Conduct research per the COO in response to questions concerning Central Council financial and policy positions.
- Supervise Tribal Operations staff, tribal staff of Saxman and Wrangell in consultation with the tribes, and managers reporting to the Chief Operating Officer.
- Serve as Acting COO in the absence of the COO.
- Prepare reports, talking points, and presentations.
- Conduct financial research and monitor legislative/governmental budget activities that could affect the Tribe.
- Serve on committees, task forces, and work groups as assigned.
- Travel as required.
- The COO may assign other duties as needed.

DECISION MAKING AUTHORITY

Spending Authority: Amount authorized by the COO

Other Authority: As authorized by the COO

NECESSARY SKILLS AND KNOWLEDGE

- Familiar with Federal and State regulations pertaining to grant management (2 CFR Part 200 OMB Guidance for Grants and Agreements)
- Familiar with the Indian Self-determination and Education Assistance Act (P.L. 93-638).
- High level of competence in word processing and spreadsheet software.
- Able to learn new software as needed.
- Comfortable with public speaking.
- Familiar with Southeast Alaska.
- Maintain the highest-level of confidentiality of the Tribal Operations office.

MINIMUM QUALIFICATIONS (education, experience, skills)

- A Master's degree from an accredited college, preferably in public administration or business administration. Experience working for tribal government as a manager level and above may be substituted on a year for year basis.
- Two years' experience as a manager.
- Two years' supervisory experience.
- Two years' experience working for a tribe.

PREFERRED QUALIFICATIONS (education, experience, skills)

- Clear criminal record.

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry may be required.

CONDITIONS OF HIRE:

- All employment at CCTHITA is "at will". This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position

- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA requires a criminal background check for the safety of our clients. All employment offers are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

Employee Printed Name

Employee Signature

Date

Supervisor

Date