



COUNCIL OF ATHABASKAN TRIBAL GOVERNMENTS

POSITION DESCRIPTION

TITLE: Executive Director

INTRODUCTION:

This position is responsible for the overall management and administration of the Council of Athabaskan Tribal Governments (CATG), for all CATG programs; for the implementation of the policies and procedures established by the CATG Council; to assure that all management systems are in compliance with appropriate Federal and State laws and regulations. Promotes and advocates for tribal self-governance so that the CATG and its member tribes can efficiently and effectively provide for the health, social, educational, and economic well-being of the Athabaskan people of the Yukon Flats region. Successfully perform other duties as assigned.

ROLES AND RESPONSIBILITIES:

- In close cooperation with the Council, develops and implements projects to enhance the self-determination, social and economic development of each CATG member village. Promotes and advocates for regional economic development, educational, health, and social service programs provided under the CATG, with funding derived from but not limited to federal contracts, or grants offered through departments of the federal government, state and private corporations and foundations.
- Give direction and leadership toward the achievement of CATG's mission, implement strategy and annual goals in coordination with the Board of Directors.
- In order for the Executive Director be kept current, and develop additional management skills, he/she shall be required to attend, at a minimum, two "management training" courses each year.
- Draft and negotiate P.L. 93-638 grants and contract proposals and other federal and state agency and private foundation proposals for existing and new programs. This authority may be re-delegated, in writing, to the Department Directors.
- Review and modify existing/proposed scopes of work to assure they are responsive to the needs of the communities and beneficiaries to be served by CATG.
- On a monthly basis, meet with the Fiscal Officer to review the expenditures and/or revenues of each Department.
- Lead, coach, develop and retain CATG's management team and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders and other constituents.
- On an annual basis meet with each Department Director in assisting them in developing their respective budgets for the following fiscal year. The CATG Council shall have final approval of all budgets.
- Know, support and sustain CATG values, programs and objectives.

- Establish standards, programs and initiatives that strengthen CATGs identity and its reputation as a provider of quality of services and a positive place to work.
- Readily identify stakeholders for responding to or advancing issues in the private and public arenas.
- Prepares/amends and implements policies and procedures for CATG operations.
- Provides general management of CATG staff and facilities.
- Prepares written and oral reports to the CATG Council and others.
- Performs all other duties and responsibilities as assigned by the CATG Council.

QUALIFICATIONS:

- An MPH, MPA or MBA degree from an accredited college or university or other related field plus three (3) years work experience in either Health Administration, Public Administration, or Business Administration, with demonstrated increasing administrative responsibilities and authority; OR
- A BA or BS from an accredited college or university plus five (5) years work experience in either Health Administration, Public Administration, or Business Administration, with demonstrated increasing administrative responsibilities and authority; OR
- Substitute eight (8) years of equivalent combination of education and employment experience.
- Demonstrated experience must include two (2) years of successful supervision of staff, grants writing and administration at all funding levels and responsibility for financial and administrative operations of an organization similar to CATG.
- A minimum of three (3) years working with, or for, an Indian Tribe or Tribal Organization.
- Previous experience with interior Alaska Village tribal governments, rural, Alaska Native issues, cultural history and strong knowledge of Alaska Native Settlement Claims ACT (ANSCA) preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Deadline-oriented and ability to prioritize and multi-task.
- Knowledge of Indian tribes, cultures, governments, and the laws under which they operate.
- Excellent written and verbal communication skills; ability to communicate with various levels of individuals and groups; demonstrated ability to build and maintain relationships with stakeholders to the benefit of the organization.
- Possess leadership and organizational skills to convene community meetings and to bring diverse groups together to work cooperatively in a positive environment.
- Willingness and ability to be an effective member of a team and treat individuals respectfully regardless of position or status;
- Ability to successfully influence managers and leaders in the organization resulting in improved measurable communication throughout the organization.
- Ability to travel within the state and nationally for CATG business is required.

PHYSICAL DEMANDS:

Requirements are those of normal office type work with extended hours of sitting and operation of standard office and computer equipment. Job incumbent may be required at times to lift up to twenty pounds. Must be able to work efficiently and effectively; in a remote area under sometimes stressful environment.

OTHER:

Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. CATG is an at-will employer.

Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.

As a Federal Contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random anonymous testing thereafter.

Title:	Executive Director
Location:	Fort Yukon, Alaska
Supervision:	CATG Council
Classification:	Full time, exempt
Salary:	Negotiable
Position Closes:	August 30, 2019
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