

**NOME ESKIMO COMMUNITY  
POSITION DESCRIPTION**

**POSITION:** Executive Director  
**DEPARTMENT:** Administration  
**REPORTS TO:** Tribal Council  
**SALARY:** DOE

**BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

- 1) Responsible for the administration and management of the Nome Eskimo Community Tribal operations.
- 2) Serves as immediate supervisor to administrative staff and Program Directors, ensuring that staff are trained and proficient in their duties. Conducts staff evaluations on an annual basis or as needed.
- 3) Responsible for the overall financial management of NEC that includes development, monitoring and maintaining multiple funding sources and oversight of reporting requirements on multiple fiscal cycles. Ensures oversight and authorization of expenditures in accordance with both NEC and federal procurement policies. Ensures that program goals and objectives are achieved and in compliance with the terms of all grants and contracts.
- 4) Works closely with the Program Directors and the management staff to:
  - a. Coordinate the completion and review of program plans, budgets, and reports ensuring compliance with grants and contracts.
  - b. Coordinate the assessment of and initiate improvements to programs and service delivery systems. Conduct annual reviews of services to evaluate and improve the quality of and delivery of services.
  - c. Ensures that program reports are submitted as required by funding agencies and the Tribal Council.
- 5) Monitor state and federal legislation that impacts programs, services and tribal members.
- 6) Negotiate funding agreements with Department of Interior, Federal and State agencies. Review and approve Indirect Cost Proposal, Financial and Workman's Compensation audits, benefit negotiations, grant applications, awards and all negotiated agreements necessary.
- 7) Works closely with the NEC Tribal Council to provide pertinent information to make informed decisions and establish policy. Provides reports that include information on programs, progress toward organizational goals, issues of concern, policy management and the financial status of Nome Eskimo Community.
- 8) Review and authorize all contracts, proposed budget documents including original and modifications, and other binding documents on behalf of NEC.
- 9) Reviews and approves all recommendations for hiring, termination and salary decisions in accordance with approved policies.
- 10) Works with programs and management staff to review policies and compile recommended changes for Tribal Council approval.

- 11) Works with Human Resources and management to develop and provide orientation for new employees. Also works with Human Resources to update NEC's wage scale, salary compensation system and internal processes.
- 12) Develop working relationships with local organizations, federal and state agencies to be knowledgeable of and advocate for programs and funding on behalf of the membership and local residents.
- 13) Promotes NEC in a positive image through effective public relations, frequently represents NEC in business with other organizations, individuals and the public. Collaborate with City, local organizations and partnerships for the betterment of our community.
- 14) This position is expected to occasionally attend evening meetings, or meetings and trainings out of the community that will require travel during evenings, weekends, and/or holidays.
- 15) Other duties as assigned by the NEC Tribal Council.

### **QUALIFICATIONS:**

- 1) Bachelor's Degree in Business Administration or a minimum of five (5) years of experience in government administration or related field.
- 2) Management and supervisory experience, a strong financial background and grant writing ability are mandatory.
- 3) Must be familiar with and have knowledge of the Indian Reorganization Act, NAHASDA, P.L. 93-638, ICWA, and Tribal Self-Governance.
- 4) Effective budgeting, research, writing and verbal communication skills. Strong multi-tasking and organizational skills required.
- 5) Ability to analyze and provide recommendations to implement regulations, statutes, policies and procedures.
- 6) Ability to work well under pressure and with people from a variety of backgrounds.
- 7) Ability to maintain strict confidentiality regarding employee information, internal and tribal council matters and exercise good judgment in decision making.
- 8) Must be dependable, self-motivated and able to work with minimum supervision.
- 9) Must possess computer knowledge and skills in internet usage, Microsoft Word, Excel and Windows.
- 10) Must be willing to travel extensively.