



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 02/06/2024 Closing Date: Until Filled

Position Title: Chief Operating Officer

Department: Administrative

Work Schedule: Monday-Friday 8:00AM- 5:00PM

Wage Rate: Pay Range 81: \$119,967.21-\$153,568.17/YR/ Non-Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Proof of Bachelor's Degree
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE:
Chief Operating Officer

WORKSITE: Tule River Indian Reservation
340 North Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The COO oversees governmental programs, supervises governmental staff, Tribal departments and implements governmental policies. The COO has a liaison relationship between Tribal government and the Tribal employees. The COO is dedicated to building a growing and strong workforce and providing relevant services to tribal membership in accordance with applicable law. The Chief Operating Officer provides direction and enables the Tribal Council to carry out its governance functions, budgets, and policy procedures for its membership.

KEY JOB DUTIES:

Financial Management (in cooperation with the Chief Financial Officer)

- a) Oversees staff in developing annual budgets that support operating plans and submits budgets for approval within the Tribe's financial measurements and goals.
- b) Prudently manages Tule River Indian Tribe's resources within budget guidelines according to current laws and regulations.
- c) Oversees and works in conjunction with the CFO Tribal government budget preparation and implementation.
- d) Coordinates the preparation of the organizational budgets in liaison with directors and the Tribal Council.
- e) Administer the approved operating budget by monitoring expenditures and recommending justifiable changes to the Tribal Council.
- f) Monitor and enforce internal financial policies, procedures, and budgets.
- g) COO has the authority to make decisions deemed in the best interest of the Tribe regarding the effective administration of departments.

Mission, Policy and Planning

- a) Keeps the Tribal Council fully informed on the condition of the Tule River Indian Tribe and on all the important factors influencing the tribe. Identifies problems and opportunities and addresses them; brings those which are appropriate to the Tribal Council and/or its committees; and, facilitates discussion and deliberation. Informs the Tribal Council and its committees about trends, issues, problems and activities to facilitate policy-making and recommends policy.
- b) Creates annual operating plans that supports strategic direction set by the Tribal Council and correlates with annual operating budgets; submits annual plans to the Tribal Council for approval.
- c) Collaborates with the Tribal Council to define and articulate Tule River Indian Tribe's vision and to develop strategies for achieving that vision. Must be able to demonstrate competency in business development and strategic planning.

Approved by TRTC: 09/29/2023

- d) Knowledge and adhere to all Tribal Laws and ordinances, and in so far as possible Tribal Customs.
- e) Works with the Tribal Council to develop and implement plans for the operational infrastructure of systems, policies and processes and staff.

Management and Administration

- a) Provides general oversight on all Tribal administration, manages the day-to-day operations, and assures a smoothly functioning, efficient organization.
- b) Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- c) Review policy amendments for Tribal Council approval. Creates policy recommendations for Tribal Council approval and implements personnel policies and procedures of all Tribal government employees. Ensures policies and procedures comply with applicable law and amendments.
- d) The ability to handle and maintain confidential information.
- e) Provides day-to-day leadership and management and has an aptitude in sound decision-making and problem solving in high pressure situations.

Government Management

- a) Performs executive-level planning, organizing, directing, and evaluation of the Tribal Council's goals and objectives, and programs.
- b) Leads and manages department heads.
- c) Monitors outcomes and evaluations to ensure departments are meeting goals and standards.
- d) Reviews operating results, compares them to established objectives, and takes steps to ensure that the appropriate measures are taken to correct unsatisfactory results.
- e) Coordinates the development and management of appropriate personnel information providing seamless integration with all government programs, committees, Tribal employees, and departments.

QUALIFICATIONS:

1. Commitment to results: The Chief Operating Officer is a systems thinker who is employee focused and goal driven. This individual identifies relevant information and helps transform this information into individual and organizational knowledge and learning. The COO is action oriented and innovative. S/he translates Tribal Council into achievable steps. S/he anticipates and solves problems and takes advantage of opportunities, is a self-starter and a team player.
2. Business acumen: There is an advantage if this individual has knowledge of and experience in Tribal management and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management.
3. Experience managing at least 100 employees, including direct supervision of at least 10 executive staff.
4. Ability to establish effective and efficient working relationships with Tribal Council, Tribal members, and government employees.
5. Demonstrated knowledge of principles and practices in fiscal operations, financial management, human resources, grant management and personnel.
6. Knowledge and experience in one or more of the following areas: education, community services, Tribal preservation, and criminal justice.
7. Must have excellent interpersonal, written, public speaking, verbal communication skills, all practiced and impromptu.

8. Must be able to successfully complete a criminal background check and possess a valid California Driver's license and be insurable by the Tribe.
9. Must be able to successfully complete a pre-employment drug test.

EDUCATION AND EXPERIENCE:

- a) Bachelor's degree in Business Administration, Public Administration, or Accounting with an emphasis in management required. Master's degree preferred; or combination of education and experience will be considered if equivalent to a Master's degree and if the candidate possesses the demonstrated capabilities.
- b) Minimum of 10 years' experience in upper executive management with increasing administrative responsibilities.
- c) Must be computer literate, have excellent analytical, oral, written, and organizational skills.
- d) Advantage in knowing Tribal government and have a working knowledge of current Federal, and applicable State laws and regulations as it pertains to Native Americans.

PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, grasping, repetitive hand movement, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus. Acute hearing is required. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Tribal Council
Salary:	Pay Range 81 : \$119,967.21 to \$153,568.17 DOE Paid Bi-Weekly/ Non-Exempt
Working Hours:	Monday- Friday 8:00AM- 5:00PM Varies as needed. Full Time- 40 Hours/Per Week
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K Plan.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT; VETERANS PREFERENCE