Title: Executive Director Administration  
Department: Administration  
Classification: Salaried  
Reports to: Suquamish Tribal Council  

Job Summary:  
Under the supervision of the Suquamish Tribal Council, the Executive Administration Director will work closely with the Executive Operations Director as an executive lead to Tribal Government who represents the Tribe in public relations, and with other local, tribal, state, or federal agencies in compliance with Tribal and applicable Federal laws. The Executive Administration Director has the responsibility to oversee and co-manage the day-to-day operations of the government. This requires a commitment to establishing and providing organization support by working with Tribal Council, Government Staff, and Tribal Members to build a multi-year strategic framework that aligns with the tribes Mission and vision. The Executive Administration Director will foster a strong leadership mindset that strengthens Government to Government partnerships, Community relationships, and provides stability for Government operations in an effort to enhance opportunities and resources for future generations.

Major Responsibilities and Duties:

Tribal Council  
- Maintain an open line of communication with Tribal Chairperson. Share information with individual Tribal Council members on an equal basis whenever possible and respond to their requests for information.  
- Work with the Tribal Council to plan, implement and oversee activities, projects and/or programs that serve the needs of the general membership.  
- Work with the Tribal Council to establish current and long range goals and objectives, and work with government staff on the development of short- and long-range strategic plans.  
- Solicit input from the Tribal Council during the indirect cost budget development process, especially in regards to the Tribal Council expense budget.  
- Serve as primary liaison and advisor for the Tribal Council on day-to-day operations of the Tribal government.  
- Act as a liaison between the Tribal Council and staff.  
- Works closely with Tribal Council and Staff to identify, support, and evaluate resources that improve the economic development of the Tribe.  
- Establishes and maintains effective working relationship with Port Madison Enterprise entities.  
- Works with Divisions and Directors to provide reports regularly to the Tribal Council concerning the status of all assignments and projects of the various programs and activities, assist in establishing program objectives and meeting deadlines, preparing resolutions, ordinances, contracts, budgets, reports and other support documents as needed.  
- Work with Council Chairperson and Executive Assistant to prepare agendas for Tribal Council meetings.  
- Assist the Tribal Council in preparing for public appearances and General Council meetings. This duty includes scheduling and approving guest speakers, prioritizing action items, prioritizing department head reports, ensuring that Tribal members have followed protocol before appearing on Tribal Council agendas, reviewing prior Tribal Council meeting minutes for accuracy, and reviewing Tribal Council packets.
• Executive Administration Director is also responsible for attending all Tribal Council meetings to assist the Tribal Chairperson in facilitating discussions concerning agenda items.
• Oversee the planning of the bi-annual General Council meetings. Prepare the meeting agenda for the Tribal Council approval and advising department directors on General Council presentations.
• Assist Tribal Council in responding to requests for information from the General Council.
• Represent the Tribe at external functions as directed by the Tribal Council.

Tribal Office Staff Administration

• Manage and direct Suquamish Tribal Government staff.
• Deliver Tribal Council policy directives to Department Directors, Tribal employees, and Tribal Community.
• Administer, oversee, and implement all grants, programs, policies and services approved by the Tribal Council and monitor to ensure overall goals and objectives are accomplished.
• Coordinate department lead meetings to obtain progress reports on a monthly basis. Evaluate the effectiveness of programs, identify administrative problem areas, prescribe and monitor corrective action plans.
• Identify and seek new funding opportunities to meet the Tribe’s goals and objectives.
• Work with the Finance Director and the Tribal Council to establish budget priorities, prepare annual budgets, and monitor expenditures on a monthly basis.
• Work closely with the Finance Director to ensure that funds are spent in accordance with established ordinances, goals, priorities, grant awards, and program policies and procedures.
• Ensure financial and program reports to federal agencies are submitted in a timely and efficient manner.
• Interface with grant agencies and staff to assure programs are managed in compliance with applicable regulations and Tribal policies and operating procedures. Take corrective action when problems are identified.
• Review and support staff in the development and approval of contracts for services and advertising bids for contracted services.
• Assist in negotiating Tribal Council approved contracts, leases, and grant agreements.
• Attend Tribal Committee meetings as required and keep Tribal Council informed on outcomes.
• Oversee and conduct performance evaluations of Tribal Government Staff.
• Attend local, state, and national meetings and workshops as requested.
• Act as Editor in Chief of monthly Suquamish newsletter and assist with review and editing.
• Perform executive-level planning, organizing, directing, and evaluation of tribal departments and programs.
• In coordination with Executive Administrative staff, responsible for the planning and coordination of the annual Tribal Council retreat and the Department Director retreat. Duties include hiring a facilitator, developing an agenda, overseeing meeting arrangements, and reviewing department division/director reports.
• Monitor outcomes and evaluations to ensure departments are meeting goals and standards.
• Works with Department Directors to oversee the protection and management of Tribal property including; infrastructure, buildings, vehicles, records, and equipment. The Director decides which requests for use of tribal property requires Tribal Council approval based upon Tribal policy and has the authority to delegate property management authority to department directors when appropriate.
Tribal Membership

- Assess the needs of the membership and community and plan for service delivery to meet those needs.
- Assist tribal members in resolving concerns with tribal programs, policies, and staff.
- Provide administrative and logistical support to the Tribe’s Executive Assistant in conducting tribal elections.
- Meet with Tribal members and try to resolve issues or needs, and act as a liaison to tribal membership when issues arise.
- Ensure staff treats tribal membership respectfully and follows up on requests.
- Keep Tribal Council aware of issues brought by tribal membership.
- Assists with the coordination of General Council meetings.
- Establish and maintain effective working relationship with Tribal Members in a small close knit community.

Specific Knowledge, Skills and Abilities

- Strong leadership abilities and supervisory management skills.
- Must have excellent analytical, oral, and writing skills, and have working knowledge and understanding of current Tribal and federal laws and regulations.
- Ability to effectively deliver public presentations representing the Tribe as directed by Tribal Council on a local, tribal, state, and federal level.
- A strong understanding of Pacific Northwest, tribal communities, and the civic and political landscape in Washington state is preferred.

Competencies:

Analytical – Uses intuition and experience; Ability to designs work flows and procedures.

Problem Solving- Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management- Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.
**Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

**Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; is readily available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies Tribal Council feedback (internal and external); Fosters quality focus in others; Improves processes and services.; Continually works to improve supervisory skills.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit. Able to build morale and group commitments to goals and objectives.

**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

**Business Acumen** - Understands business implications of decisions; ability to align work with strategic goals.

**Budget Consciousness** - Works within approved budget; Develops and implements cost saving measures; Conserves government resources.

**Diversity** - Shows respect and sensitivity for cultural differences promotes a harassment-free environment; works to build and support a diverse workforce.

**Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Planning /Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; follows through on commitments.

**Government Support** - Follows policies and procedures; supports government goals and values; Benefits the Government by participation through outside activities;

**Quality** - Demonstrates accuracy and thoroughness; applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Cultural Competency** – Understands the Tribe has cultural laws and responsibilities to its people and is sensitive and respectful of Suquamish culture, history, and values.
Qualifications:

- BA or BS degree from accredited four-year university in Public Administration or Business Administration or related field; or minimum of five years verifiable, successful work experience in government operations in a position of equal level or responsibility, and/or training; or equivalent combination of education and experience.
- Minimum of 5 years’ or more supervisory experience managing and delegating tasks to a team.
- Experience in the area of Indian affairs or Tribal Government, Treaty Rights Protection and Government to Government relations experience is required.
- Ability to multi-task and have excellent management, planning, and organizational skills.
- Experience with computers - spreadsheets, word processing.

Supervisory Responsibilities:
Supervisory responsibility primarily includes the management of the Administration Division, Thriving Workplace, and Cultural Division. Secondary supervisory responsibility in co-management with the Executive Operations Director, includes the management of Prepare for the Future Division, and Healthy Community Division.

Interpersonal Contacts:
Has regular contact and communication with Tribal Council, Tribal Government Department Directors and Administrative staff. The most common internal contacts are within the Finance Department and Executive Management. This position will also require coordination and communication with other government agencies which may include Tribal, State and Federal contacts.

Job Conditions:
The work environment would include an office space, which would have appropriate lighting and heat, adequate ventilation and equipment necessary to the position. Much of the work is sedentary with occasional travel as required.

Disclaimer:
This job description in no way implies that these are the only duties to be performed by the incumbent. At all times, employee will be required to follow any instruction and to perform any other duties within this or a lower job level as assigned by the Tribal Council.

Federal/State and Tribal Background check required
Valid WA State Driver’s License required
Pre-Employment drug testing required
Native American preference
Random Drug Testing

________________________________________  ________________
Employee Signature  Date

________________________________________  ________________
Tribal Council Signature  Date