



# HOH INDIAN TRIBE

P.O. Box 2196, Forks, WA 98331  
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Darlene Hollum CHAIRWOMAN  
Maria Lopez VICE CHAIRWOMAN  
Tahnee Hudson SECRETARY  
Josephine Ward TREASURER  
Walter Ward-Bos V MEMBER  
Bernard Afterbuffalo Jr. MEMBER  
Cynthia Sheriff MEMBER  
  
Bob Smith EXECUTIVE DIRECTOR

# Position Description

<b>Job Title</b>	Executive Director
<b>Department</b>	Administration
<b>Reports To</b>	Hoh Tribal Business Committee
<b>Status</b>	Permanent/Full Time
<b>Salary Range</b>	D.O.E.
<b>Location</b>	Hoh Tribe Reservation

## Summary

The Executive Director is responsible for the development and implementation of Tribal policies and legislation, overseeing the Hoh Tribe’s programs, plans and budgets, and providing leadership to staff and program managers. The Executive Director works under the general supervision of the Hoh Tribe Council to develop and govern the tribe’s business practices and enterprises, execute management level decisions, and promote and enforce the Hoh Tribe’s Treaty Rights and interests in the Usual and Accustomed Treaty Areas. The Executive Director is also responsible for safeguarding and protecting the Tribe’s physical and financial assets through effective management practices, providing leadership to the community and staff, and for developing effective relationships with staff, the community, and various outside agencies and businesses to promote the Tribe’s interests.

The Executive Director will exhibit an awareness and deep appreciation of Indian traditions, customs and socio-economic needs and exercise tact and courtesy to developing effective, long lasting relationships with the Native American community and outside organizations.

## Duties and Responsibilities - The duties of this position include, but are not limited to:

- Meets with the Tribal Council in regular and special meetings; provides information and/or reports regarding tribal operations; advises Council in their deliberations on planning, policies and/or laws and ordinances; develops policies and procedures for implementation.
- Initiates and assists with the development of business plans, feasibility studies, and marketing studies. Develops, implements and monitors immediate and long range strategic plans in accordance with Council’s vision and goals.

- Initiates and develops contacts for funding sources, supervises the preparation of funding proposals, negotiates contracts and oversees awards. Provides leadership in economic development and actively seeks the development and implementation of economic enterprises.
- Directs and coordinates Tribal departments, programs and enterprises. Designs and implements new programs, monitors contract compliance and ensure contract compliance with budgetary constraints.
- Interprets legislation and regulations, drafts resolutions and ordinances for Council approval and advises the Council on pending actions. Acts as a liaison between Council and external agencies and attends meetings, conferences and workshops on behalf of the council.
- Manages staff and compliance with departmental and tribal policies and procedures to include performance management, attendance, salary administration and discipline.
- Oversees the Tribe's financial affairs, develops and administers budgets, approves Tribal purchases and vouchers for payment
- Maintains and safeguards Tribal records, information systems, and physical assets.
- Provides training and professional development opportunities to staff and supervisors.
- Supervises department managers and monitors compliance with personnel policies and procedures.
- Serves on community boards as required by Council and represents Council in negotiations as needed.
- Provides regular reports to the Council concerning the status of programs, finances budgets and departmental staffing.
- Facilitates communications between Council and program directors, outside agencies and the Tribal community.
- Oversees and approves departmental hiring and ensures personnel policies and procedures are adhered to throughout the screening, interviewing and hiring process. Makes recommendations to council in regards to new positions to support new programing or program enhancements that require additional funding.
- Other duties as assigned.

## **Skills and Specifications**

- Ability to communicate effectively both orally and in writing.
- Ability to grasp, understand and implement complex business concepts and practices.
- Ability to influence others to perform their jobs effectively and make sound decisions.
- Ability to evaluate, plan, organize and initiate new programs and/or sustain existing programs.
- Ability to prioritize and delegate as appropriate.
- Ability to set priorities, make sound decisions, and complete tasks as directed by Council.
- Ability to manage physical, monetary and human resources effectively and efficiently.
- Ability to develop, follow and enforce Tribal policies and procedures.
- Ability to make critical, difficult decisions under pressure.
- Ability to complete tasks under stressful situations and respond appropriately.
- Ability to develop and maintain effective, professional relationships with staff, council, the Tribal community and external organizations.
- Ability to work with minimal supervision and hold staff accountable for performance deficiencies.
- Ability to use Microsoft Word, Excel and Access databases and interpret financial reports.
- Ability to comply with the Tribe's Drug and Alcohol-free workplace.
- Ability to adhere to and enforce personnel policies and procedures.

## **Education and Qualifications**

- Bachelor's Degree in Public Administration, Business Administration, Tribal Governance or related field and a minimum of eight (8) years' work experience in Administration required. MBA, MPA, MS Social Science and experience with Indian Programs working closely with Native communities preferred.
- A combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job may be considered.
- Must pass WA State Patrol background check and successfully complete a pre-employment alcohol and drug. Subject to post hire random drug testing.
- Valid Washington State Driver's License and liability insurance. Must be able to meet GSA driving requirements.

**Job Demands** - The physical demands described here are representative of those that are required for an employee to successfully perform the essential functions of this job.

Employee regularly works indoor conditions with routine exposure to video display. Noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to sit and occasionally required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; communicate effectively and listen to understand. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

*Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.*

TO APPLY: Download the Hoh Tribe Employment Application at [www.hohtribe-nsn.org](http://www.hohtribe-nsn.org).

Submit a complete application along with a cover letter and resume containing three professional work references.

If claiming Tribal hiring preference, please include this in your cover letter and provide a copy of a CIB or Tribal ID.

Complete applications may be submitted electronically to [hr@hohtribe-nsn.org](mailto:hr@hohtribe-nsn.org) via fax to 360-374-5426.

Or Application materials may also be mailed to the following address:

Hoh Indian Tribe  
ATT: Human Resources  
P.O. Box 2196  
Forks, WA 98331.

For more information, please contact the Human Resources (360) 374-7771.