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Employment Announcement
Chief of Staff
The Wampanoag Tribe of Gay Head Aquinnah
(Established July 2018)

Government Administration Chief of Staff:

The Chief of Staff (COS) will serve as the primary liaison between Tribal Council and the administrative staff. The COS reports directly to the Tribal Council Chairperson for the day to day operational activities of the Tribal Administrative office. The COS will coordinate all administrative divisions and departments of the Tribal Government, monitor and report on legislative impacts, execute governmental projects, and manage the day-to-day program and service operations of the Tribe.

This position is responsible for the Tribe's overall grants management and those responsibilities will cover all aspects of the Tribal Government Operations. These activities include accountability and decision-making skills regarding all departments and service areas, implementing objectives set forth by the Tribal Council and funded by its federal and/or state grants, fosters inter-divisional and inter-departmental communications and collaborations and promotes integrated governmental operations. This position will also develop, implement and monitor strategies, policies and programs that promote sustainable development for the Tribal Community, and will be responsible for establishing and maintaining effective communications between the Tribal Government and the Tribal Community. Incumbent will ensure the creation, design, implementation, oversight and timely reports on all projects and studies which pertain to the goals and objectives of the Tribal Governmental Operations and the Tribal Council

The COS shall ensure the execution and completion of all Tribal Council directives, ensures the administration's compliance with all funding requirements, reporting and deliverable obligations, enforces and when appropriate; interprets internal policy and procedures. Incumbent also ensures timely budget formulations and submissions, budget adherence and when necessary; guides budget modifications, coordinates inter-divisional and inter-departmental cooperation and collaborations, identifies and addresses divisional and departmental opportunities and deficiencies, is accountable for the effective and efficient operation of the administrative office professional and support staff. Monitors and evaluates the potential impacts of existing and proposed state and local legislation and appropriations, and reports to the Tribal Chairperson and Tribal Council. Identifies feasible grant opportunities

for service divisions and departments to pursue and monitors the application and close out processes. The COS shall also be responsible for attending Tribal Council meeting, and potentially General Membership and inter-Tribal organizational meetings as assigned or necessary.

Direct Subordinate Staff:

Direct and Indirect Service Division Administrators as well as the Finance and Fiscal Compliance Division Administrator will report directly to the Chief of Staff.

Qualifications: Experience and Education

Incumbent must possess a strong familiarity with the history of the federal relationship with American Indian Tribes including laws protecting the rights of Tribes as sovereign nations; including but not limited to the Indian Self-Determination and Education Assistance Act of 1975 (ISDEAA) and the Tribal Self Governance Act of 1994.

Must have either a BS/BA (or higher) degree in Public Administration or Government, or Tribal Administration and Governance, or Federal Indian Law or a related field, and a minimum of 5 years' experience. OR 15 years of experience in Tribal Administration with a preference in Tribal Self Governance, with a minimum of 10 years of supervisory experience in Tribal Governance, demonstrated experience in Tribal Government budgeting and federal award compliance, and demonstrated experience and competence in working with the various federal agencies, and an understanding and applying Congressional initiatives. Or, must have 20 years of office management experience, with 10 years executive management experience supervising executive level professionals who supervised multiple and diverse departments, with oversight of at least 40 people.

Preferred Qualifications:

Advanced degree in Public Administration or Government, Tribal Administration and Governance, or a Juris Doctorate in Federal Indian Law or Constitutional Law, or 10 year's experience in Self Governance.

Compensation Package Includes:

- Salary Range: \$85K-\$95K
- Generous Paid Time Off Accruals
- Generous Insurance Benefit Package
- Generous 401K Retirement Package

Please send Resume and Cover letter demonstrating example(s) of the required experience to:
personnel@wampanoagtribe.net

The Wampanoag Tribe of Gay Head Aquinnah Practices Tribal and Indian Preference In Hiring