



Job Position: Chief of Staff	Status: Full-Time/Exempt
Division: Administration	Salary: Based on Experience
Posting Date: August 11, 2019	Closing Date: August 31, 2019

Job Description

Summary

The Chief of Staff (COS) will serve as the primary liaison between Tribal Council, the Tribal Administrator and the external tribal entities under the direction of the Tribal Chairman. The COS reports directly to the Tribal Council Chairperson for day-to-day activities and works cooperatively between the Tribal Administrator and other entities of the Tribe to ensure appropriate communications and transmission of information. The COS will coordinate and facilitate communications between the various entities of the Tribal Government, monitor and report on legislative impacts, and execute governmental special projects.

Essential Duties and Responsibilities:

- Accountability and decision-making skills regarding all departments and service areas implementing objectives set forth by the Tribal Council Chairperson.
- Inter-departmental and inter-entity communications and collaborations and promotes integrated governmental operations.
- Develop, implement and monitor strategies, policies and programs that promote sustainable development for the Tribal Community.
- Responsible for establishing and maintaining effective communications between the Tribal Government entities and the Tribal Government.
- Ensure the creation, design, implementation, oversight and timely reports on all projects assigned.
- Ensure the execution and completion of directives, and, when appropriate, interprets internal policy and procedures.
- Ensures coordinated inter-divisional and inter-departmental cooperation and collaborations, identifies and addresses divisional and departmental opportunities and deficiencies.
- 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;
- Responsible for attending Tribal Council meetings, Tribal entity board meetings, and inter-Tribal organizational meetings as assigned or as necessary.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong management and leadership skills;
- Designs work flows and procedures;
- Gathers and analyzes information skillfully;
- Knowledge of sound administrative and management practices;
- Shares expertise with others;
- Responds to requests for service and assistance;
- Ability to manage large projects;



- Works within approved budget;
- Identifies external threats and opportunities

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Candidates 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 be able to work in a fast paced work environment
- Manage multiple task and competing priorities
- Demonstrate professional behavior at all times
- Exercise good judgment
- Possess the ability to maintain absolute discretion and confidentiality expected of a professional at this level.

Education and Experience:

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 - 10 years of experience in Tribal Administration with a preference in Tribal Self Governance, and a minimum of 5 years of supervisory experience in Tribal Governance

Language Ability:

Candidates must possess the ability to write reports business correspondence and manuals; ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations; ability to effectively present information and respond to questions from groups of executives, managers, clients, customers, and the general public.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet and Internet software.

Supervisory Responsibilities:

This job has supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

Disclaimer

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana

Attn: Human Resources

150 Melacon Rd.

Marksville, La. 71351

HR@tunica.org



