

## Vacancy Announcement

**Title:** Self-Governance Director

**Reports To:** Karuk Tribal Council

**Location:** Happy Camp, CA

**Salary:** \$55,000 - \$70,000 per year, depending on experience

**Summary:** Shall oversee and coordinate the Self-Governance Compacts between the Tribe and the Department of the Interior, Bureau of Indian Affairs, and the U.S. Department of Health and Human Services Indian Health Service, to ensure that the Compact obligations of the Tribe from any compacting agency are met, and are not compromised. When directed by the Tribal Council, the Self Governance Director shall oversee legislative, policy and consultation initiatives affecting Tribal resources, and the IHS and BIA are met, and that the integrity of the Compacts are not jeopardized. The Self-Governance Coordinator shall be the primary contact for managing government-to-government consultations between the Tribe and Federal, State, County, and local governments on all issues impacting Tribal resources.

**Classification:** Full Time, Regular, Exempt

### Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Under the supervision of the Tribal Council, shall work with the Office of General Counsel to coordinate, communicate and represent the Tribe regarding any issue that impacts and/or affects Tribal self-governance or Tribal sovereignty.
2. In coordination with the Office of General Counsel shall internally and externally negotiate, develop and monitor compliance with applicable Tribal, Federal, State and County laws, regulations, contracts, cooperative agreements, memoranda of understanding (MOU), memoranda of agreement (MOA), etc., that affect, associate and/or commit cooperation of the Tribal self-governing body and/or impact Tribal sovereignty.
3. Shall act as the IHS and BIA Self-Governance Compact Coordinator, to ensure that the Compacts are adhered to by the Tribe, IHS, and BIA. Shall act as Compact Coordinator with additional agencies as needed.
4. In coordination with Tribal Council, shall participate in annual Compact Negotiations.
5. Shall review, analyze and report on legislation and other actions affecting any aspect of the Tribe's Health Services Program, Bureau of Indian Affairs Programs, and other Tribal programs as needed.
6. Shall work closely with all Federal, State, Local, and other entities that might affect the ability to carry out the terms of all Compacts agreed to by the Tribe.
7. Shall establish and maintain a close working relationship with other Indian Health and BIA entities, such as the California Rural Indian Health Board (CRIHB).

8. Shall report and provide any written material to the Chief Financial Officer that relates to the fiscal aspects of the Tribe's Health Services Program and Bureau of Indian Affairs Programs.
9. Shall attend Compact/Health/BIA related meetings, conferences, etc., on behalf of the Tribe as requested.
10. Shall perform other unforeseen Compact related duties and responsibilities, as may be assigned.
11. Shall work closely with the Office of General Counsel in coordinating legislative strategy, policy review, risk assessments and data gathering.
12. Shall assist with the development of written and testimonial reports for Tribal Council and other staff as necessary.
13. Shall be the lead coordinator for Management Team Meetings and shall monitor task assignments through consistent communication with Tribal Managers and Tribal Council.
14. Shall gather and maintain Tribal program data and information as needed for consultations, research, and reference.
15. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
16. Other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have at least a basic knowledge of Federal, State and Tribal law.
4. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess Bachelor's Degree in public administration, political science, finance or related field desirable **OR** three (3) years' experience with demonstrated knowledge of proficiency in government-to-government relations, Tribal sovereignty, federal Indian law and policy, trust responsibility, Indian treaties, Tribal consultation, and Tribal constitutions.
2. Must possess understanding of the Federal, State, and Tribal relationships and the Karuk Tribal operations and management system.
3. Must have three years' experience and demonstrated ability to work effectively in Tribal government environments.

4. Must have three years' experience and demonstrated ability to plan and implement strategic projects with clear goals and objectives.
5. Must have demonstrated ability to establish and maintain effective Tribal government-to-government relationships and funding agency relationships, as well as intra-organizational relationships with Tribal Council Members, managers, and program directors.
6. Must have demonstrated ability to perform detailed analyses and prepare clear, concise and accurate correspondence and reports.
7. Must have demonstrated ability to work independently, make decisions and maintain confidentiality.
8. Must have demonstrated ability to be flexible and assist other staff in completing projects.
9. Must have experience and demonstrated skills in creative problem-solving and conflict resolution; demonstrated ability to work in culturally diverse environments and tolerate disparate viewpoints; demonstrated ability to tolerate unforeseen and sometimes frustrating challenges while maintaining an even temperament.
10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must adhere to confidentiality policy.
12. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council Approved: August 2003, Revised 12/2010; Revised: 6/9/2016**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_