

Director of Administrative Programs and Compliance

- Reports To:** Tribal Council
- Supervises:** Education Program Coordinator, Low Income Assistance Program Administrator, Grant Writer and Resource Developer, Language Director
- Location:** Happy Camp, CA
- Salary:** \$50,000 to \$60,000 depending on experience

Summary: As a member of the Tribe's Management Team, the Director of Administrative Programs and Compliance will assist the Chairman in ensuring that all contracts and grants are managed in accordance with specified terms and conditions, Tribal policies and procedures and the Code of Federal Regulations (CFR). The Director of Administrative Programs and Compliance is a key participant in the Tribal programs' budgeting process. Shall provide direct supervision to the Education Program Coordinator, Low Income Assistance Program Administrator, Grant Writer and Resource Developer, and Language Director.

1) What are your typical job responsibilities?

My typical job duties are monitoring Tribal program compliance to grantors rules and regulations. I supervise the Education, Low Income Assistance, Language Restoration and Resource Development and Planning Departments. I review all contract and grant submissions by Department Directors and Grant Writers.

2) How do you really spend your day?

First thing I do is check my email and phone messages. I review the stack of paperwork on my desk and try to go through it task by task. I spend about a half hour at the end of the day organizing my work for the next day. I spend about 2 hours each day working directly with staff on their issues. I do a lot of writing. I speak with staff at Federal, State and Foundations regarding programs we are funding for. I interpret delicately and not so delicately sometimes, the compliance requirements to Tribal Staff.

3) How do you organize your day to ensure you get everything done?

I stay organized by listing and blocking time for projects and spending that half hour at the end of the day organizing my work.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

I started working for the Tribe in 1995 and wanted to stay in the area.

5) Uppers; what is the thing that you love most about your job?

The variety of work that I get to do, from program planning to basic fiscal.

6) Downers; what is the thing that you love least about your job?

I don't like having to come in after someone has left and clean up after them. It's frustrating to come into a project with only half of the information and then have to play catch up. The flip side of this issue is that performing these tasks exposes me to experiences and information that I wouldn't normally be a part of.

7) What inspires, excites, and/or motivates you in your job?

Completing a project, fixing a problem or seeing an idea come to life. I get to work with some very interesting people.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

I work about 45-50 hours a week. I don't travel that much, but I feel like I spend too much time in meetings, probably about 4 hours a week minimum. A good week is when we don't have any meetings and I can get a lot of my work done.

9) How do you relieve stress?

Depends on the day, maybe I cook all day on a Saturday, maybe I run on my treadmill, maybe I work out on the heavy bag hanging in the garage. Maybe I just relax for a while.

10) Does your job include a lot of traveling? Do you enjoy it?

No. And that decision is on purpose, I could do a lot more traveling but I choose to prioritize my travels carefully. When I do travel, if the training is good, I enjoy it.

11) What advice would you give to someone interested in this line of work?

Take accounting courses, get used to reading a lot, and practice patience.

12) What does a typical day in your world look like?

A typical day in my world is probably not that much different than anyone else's, I get up, go to work, work, and leave and go home.