

POSITION DESCRIPTION

- Title:** Chairperson
- Reports To:** Tribal Membership through the Tribal Council
- Supervises:** Director of Natural Resources and Environmental Policy, Self-Governance Director, Enrollment Officer, Director of Administrative Programs and Compliance, TERO/Childcare Director, Chief Finance Officer, Executive Director of Health and Human Services, Human Resources Manager, People's Center Coordinator, Construction/Maintenance Director, TANF Executive Director, Tribal Court Administrator, Director of Land and Transportation Planning
- Location:** Happy Camp Administration Office
- Salary:** \$60,000 to \$70,000, Depending on Experience
- Classification:** Full Time, Regular, Exempt
- Summary:** Shall have complete hiring and firing authority with concurrence of the Tribal Council over all program directors. Shall be the primary link between the Councils, (Tribal, Health, Housing and Development), and program staff. The Chairperson shall work through its Tribal Council with regards to all operational, personnel, and fiscal matters.
- Responsibilities:**
1. Shall provide overall administration to the office of the Tribal Chairperson and shall act with full force and authority of the Council with regards to internal administrative matters, which shall include preparation of correspondence, report documentation, contracts and agreements for signature.
 2. Shall provide on-going analysis of tribal management systems as well as evolving organizational structures.
 3. Shall prepare recommendations, written and oral reports for both the benefit of the Council; and membership.
 4. Shall be principally responsible for making sure management decisions are implemented and carried out pursuant to the Tribal Council's policies and procedures.
 5. Shall compliment and complete the existing management team currently in place.
 6. Shall be responsible for evaluating, measuring, and maintaining the performance and morale of his or her managers and directors; ensure that the team will coordinate its efforts and that it is goal and budget driven. The Chairperson will mandate that this team will act in the best interest

of the Tribe at all times.

7. Shall be responsible to challenge the Tribe's management team to enact the necessary procedures to monitor and direct the Tribal government's recent growth as an institution, but yet remain responsive and flexible as ancestral rights, and the preservation of culture.
8. Shall enforce the Constitution of the Karuk Tribe.
9. 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.
10. 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 the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must be elected to the position of Chairperson by the Membership of the Karuk Tribe of California and meet all requirements to be a Tribal Council Member.
2. Must adhere to confidentiality policy.
3. Must successfully pass a drug and alcohol screening test and criminal background check prior to being seated.

Indian Preference Policy: In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring.

Council Approved: June 10, 2003

Chairperson's Signature: _____

Employee's Signature: _____