

POSITION DESCRIPTION

Title: Vice Chairman

Reports To: Tribal Membership through the Tribal Council

Location: Happy Camp Administration Office

Salary: \$45,000 to 60,000, depending on experience

Classification: Full Time, Exempt

Summary: Shall serve as assistant to Chairman in daily operations and oversight of all Tribal programs. Shall work directly with Chairman to assist in supervision of staff which report directly to the Chairman. Shall serve as Chairman of Housing Committee and shall serve as the primary link between the Tribal Council and Housing Committee. Shall serve as a link of communication between staff members and Tribal Council. Shall work with Chairman through the Tribal Council in all operational, personnel, programmatic, and fiscal matters.

Responsibilities:

1. Shall assist with overall administration of the office of the Tribal Chairman 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 fulfill all duties of the Chairman in their absence.
3. Shall work with Chairman to provide on-going analysis of tribal management systems as well as evolving organizational structures.
4. Shall assist with preparation of recommendations, written and oral reports for both the benefit of the Council; and membership.
5. Shall work directly with the Chairman to ensure management decisions are implemented and carried out pursuant to the Tribal Council's policies and procedures.
6. Shall compliment and participate as a member of the existing management team.
7. Shall assist with evaluating, measuring, and maintaining the performance and morale of program managers and directors; shall work to ensure that the team will coordinate its efforts and that it is goal and budget driven. Shall work to ensure that staff acts in the best interest of the Tribe at all times.

8. Shall work with 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.
9. Shall work directly with the departments of Self Governance and Natural Resources to ensure that they are working toward the missions of their departments.
10. Shall be actively involved in ensuring the Self Governance status of the Tribe is maintained and strengthened by attending necessary meetings and negotiations.
11. Shall attend meetings pertaining to Natural Resources of the Tribe to ensure that cultural values and ancestral rights are the priority in projects.
12. Shall assist the Chairman in enforcement of the Constitution of the Karuk Tribe.
13. 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.
14. 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 Vice Chairman 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.

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

Council Approved: June 10, 2003

Chairman's Signature: _____

Employee's Signature: _____