

## **POSITION DESCRIPTION**

**Title:** Self-Governance Coordinator

**Reports To:** Karuk Tribal Council

**Location:** Happy Camp

**Salary:** \$50,000 to \$60,000, depending on experience

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

**Summary:** Shall 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 and the IHS and BIA are met, and that the integrity of the Compacts are not jeopardized. The Self-Governance Coordinator shall establish and be the primary contact for government-to-government relationships with Tribal, Federal, State, County, and local governments on all issues impacting self-governance activities under negotiation.

### **Responsibilities:**

1. Under the supervision of the Tribal Council, shall coordinate, communicate and represent the Tribe regarding any issue that impacts and/or affects self-governance of the Tribe.
2. Internally and externally negotiates, develops and monitors 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.
4. 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 and Bureau of Indian Affairs Programs.
6. Shall work closely with all Federal, State, Local, and other entities that might affect the ability to carry out the terms of the Compact.
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.
10. Shall perform other unforeseen Compact related duties and responsibilities, as may be assigned.
11. 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.
12. Shall be polite and maintain a priority system in accepting other position related job 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 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 and Tribal constitutions.
2. Must possess understanding of the Federal, State, and Tribal relationships and the Karuk Tribal operations and management issues.
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 programs, develop budgets and staffing plans, monitor fiscal and program activities and prepare funder-required financial and program progress reports.
5. Must have three years experience and demonstrated ability to negotiate, secure, implement and effectively manage Federal and State grants, contracts, Compacts and other funding agreements.
6. 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.
7. Must have demonstrated ability to perform detailed analyses and prepare clear, concise and accurate correspondence and reports.

8. Must have demonstrated ability to work independently, make decisions and maintain confidentiality.
9. Must have demonstrated ability to be flexible and assist other staff in completing projects.
10. Must have experience and demonstrated skills in creative problem-solving, conflict resolution and contract negotiation; 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.
11. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
12. Must adhere to confidentiality policy.
13. 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.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: August 2003, Revised 12/2010.**

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

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