



JOB TITLE: General Manager

DEPARTMENT: Tribal Administration

JOB SUMMARY

Working under the direction of the Swinomish Senate and supervision of the Tribal Chair, the General Manager serves as the Chief Operating Officer and is responsible for the activities and operation of seven core departments within the Tribal Government. The General Manager also advises and assists the Swinomish Senate in the conduct of Government business and provides administrative oversight. The General Manager plans, develops and oversees implementation of policies in accordance with and as directed by the Tribal Senate, including program planning and budgeting.

SUPERVISION EXERCISED

The General Manager provides general oversight and accountability as the immediate supervisor for the Directors of the following departments, which provide essential services to the community and carry out a range of important governmental functions:

1. Human Resources (including TERO)
2. Health Administrator
3. Planning Director
4. Natural Resources Director
5. Chief of Police
6. Social Services Director
7. Records and Archives

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Leads and collaborates with Directors to assist the Senate in the development and evolution of the Tribe's long range plans, policies, goals and objectives
2. Collaborates with Directors and assists the Senate in formulating and updating annual and longer-term strategies and work plans for implementation of the Tribe's long range plans, policies, goals and objectives
3. Provides Directors with observations and evaluations of their implementation of the Tribe's long-range plans, policies, goals and objectives
4. Provides leadership and oversight that reflects and advances the Senate's vision for serving Tribal members, governing the Reservation, and promoting a positive employment culture
5. Assists with the coordination of Tribal programs and activities to best meet the needs of the community and provide essential governmental services to the Reservation
6. Mentors and guides Directors and other Tribal staff in order to continue to grow the skills and abilities of the Tribal workforce

7. Develops and coordinates a system for monitoring, evaluating and enhancing the activities of each department supervised
8. Assists Directors, in collaboration with the Human Resources Department, with identifying and developing training and professional development programs and opportunities for Tribal staff, including supervisory staff
9. Reviews department operations to enhance efficiency and cost-effective operations
10. Reports to the Senate on a monthly basis regarding current projects, activities and progress toward the Senate's goals and objectives, and timely informs the Chairman and Senate of significant developments as they occur
11. Facilitates inter-departmental information sharing, synergy, and collaboration
12. Assists and supports representation of the interests of the Tribe to outside entities and the general public
13. Provides prompt, decisive and consistent guidance to Directors
14. Assists directors with the development of their annual budget proposals
15. Attends and reports at the annual General Council meeting
16. Oversees preparation of a written annual report on the Tribe's governmental activities of the previous year
17. At the direction of the Senate, assists in coordinating two Senate Retreats – one in the spring following General Council Meeting and one in the fall at the beginning of the annual budget cycle
18. Oversees and assists with the development, adoption and implementation of Tribal policies, procedures and practices, specifically including Personnel Policies and Procedures
19. Assists with the development, maintenance and strengthening of effective and productive relationships between SITC and appropriate tribal, federal, state, local, business and community entities
20. Assists the Senate and staff with development of agreements with other government and non-government entities
21. Carries out specific duties in personnel matters in accordance with the Personnel Policies and Procedures
22. Other duties as assigned or needed. The specific job duties described above are intended to be primary examples of assigned tasks and not meant to be exclusive. All employees are expected to perform any reasonable duties and tasks assigned to them by their supervisor or department director.

REQUIRED KNOWLEDGE AND SKILLS

1. Experience working with a Tribal government and reporting to a tribal governing body
2. Proven senior leadership and management knowledge and skills, including the ability to build trust with employees and with the Senate
3. Ability to supervise, lead, coach and use best management practices to improve staff performance
4. Progressively increasing responsibility in management positions
5. Experience in strategic planning
6. Demonstrated skills in personnel management
7. Familiarity with Federal laws which affect Tribal government operation
8. Working knowledge of Federal Indian Policy and Law
9. Strong experience in intergovernmental relations
10. Experience working in a complex environment
11. Excellent written, oral, and analytical skills

12. Strong interpersonal communication skills, including active listening and facilitation
13. Abilities to:
 - o thrive in an interdisciplinary and cross-cultural work environment
 - o work well in, and bring flexibility to, a dynamic work setting
 - o enjoy and excel at creative problem solving
14. A demonstrated commitment to working with Native or other minority communities

MINIMUM QUALIFICATIONS

1. Bachelor's Degree required, Masters Degree Preferred
2. 10 years progressively responsible management experience in the public sector
3. 10 years experience working in Tribal governments and their operation

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Work will require bending, lifting and carrying up to 25 pounds, walking over rough, overgrown and uneven terrain.
3. Work is performed primarily indoors with occasional outside visits as required.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of General Manager is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.

Due to the lines of authority and reporting directly with the Senate, the General Manager cannot be a Senator.

TRIBAL PREFERENCE

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

To Apply please contact:

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