



****NOTICE OF JOB OPENING****

Executive Director of Governmental Operations	
Reports to: Tribal Council	Department: Administration
Classification: Full-Time Exempt	Business Hours: M-F, 8-5
Salary: Up to \$275K DOE	Location: Rohnert Park, CA

Position Summary: The Executive Director of Governmental Operations (ED) will function under the direct supervision of the Tribal Council to oversee and manage the day-to-day operations of the Tribal Office. The ED will ensure effective and efficient management of governmental functions and programs, acts as a governmental liaison with granting agencies, and performs all other duties delegated by the Tribal Council, including but not limited to planning and implementation of new initiatives, programs, projects, financial objectives and tribal business goals for government operations as defined by the Tribal Council.

Minimum Mandatory Qualifications:

- ❖ Bachelors’ Degree in Business Administration and/or Management, Public Administration, Public Policy, Government, or related field
- ❖ Ten years professional management and program management experience
- ❖ Direct Supervisory Management

Preferred Qualifications:

- ❖ Master’s Degree in Business Administration and/or Management, Public Administration, Public Policy, Government, or related field
- ❖ Tribal Government experience
- ❖ Experience administering tribal government programs
- ❖ Knowledge of government fund accounting, general accounting, and audit principles

Knowledge, Skills, Abilities, and other Qualifications:

- ❖ Ability to effectively communicate both orally and in writing.
- ❖ Ability to interpret complex documents, (i.e. general register notices, request for bids or proposals, grant applications, etc.)
- ❖ Possess awareness and sensitivity of Indian traditions, customs and socioeconomic needs.
- ❖ Ability to work with diverse cultures.
- ❖ Excellent management, planning, and organizational skills.
- ❖ Must have strong Program Management and supervisory experience.
- ❖ Must have strong PC skills with working knowledge and experience in Outlook, Word, Excel, and PowerPoint.
- ❖ Must adhere to professional and Tribal Conduct and Ethics Statute and to FIGR employment policies.
- ❖ Must successfully clear criminal background check, and pre-employment testing including, but not limited to, a criminal background check, fingerprinting, and drug test.
- ❖ Must possess a valid driver’s license and maintain such license throughout the duration of employment and must be insurable under the Tribe’s vehicle insurance policy.
- ❖ Must be able to be present at FIGR Tribal Events as requested by Tribal Council which may include some evenings/weekends.
- ❖ Travel Required.

Benefits: *FIGR offers a healthy, engaging work environment with a competitive benefit package.*

To Apply: Please submit a ***Tribal Employment Application (Applications will be available March 27, 2018) with your resume and a cover letter*** detailing your education and experience related to the position advertised. Visit our website at www.gratonrancheria.com to download a copy of the application. Email complete application packet to:

jobs@gratonrancheria.com or mail to
Federated Indians of Graton Rancheria

Attention: Human Resources

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

POSITION OPEN UNTIL FILLED

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled Citizens of the Federated Indians of Graton Rancheria will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference. Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.