



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: JUNE 22, 2017 **CLOSES:** AUGUST 7, 2017

JOB TITLE: COMMUNITY AND YOUTH SERVICE DIVISION MANAGER

DEPARTMENT: ADMINISTRATION

REPORTS TO: ADMINISTRATIVE MANAGER **HOURS:** 40 HRS/WK – FULL TIME

SALARY: BASED ON SALARY MATRIX + BENEFITS

POSITION SUMMARY:

This position defines and implements the direction, goals and objectives of the Community and Youth Services Division and is responsible for the effectiveness and efficiency of department services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Establishes and promotes the mission and direction of the Community and Youth Services Division.
2. Ensures full compliance across the Community and Youth Services Departments operating within the procedures set forth in the Tribe’s Title 7 Domestic Relations Code – Child and Family Protection Code, Guardianship of Minors Code, Domestic Violence Prevention and Anti-Harassment Civil Code, Per Capita and Representative Payee Program, Vulnerable Tribal Adult Protection Code and any other applicable codes.
3. Provides administrative technical assistance, leadership, and supervision of Community and Youth departments to assure compliance with policies and procedures.
4. Assists Directors or Programs in establishing departmental goals and objectives for the Annual Operations plan.
5. Reviews and evaluates changes in federal, state laws and tribal code that will impact the delivery of services.
6. Builds positive and effective relationships at the state and federal level and serves as an advocates for department and program services
7. Responsible for preparation, planning, and monitoring Departments budgets on a monthly basis with Department Directors.
8. Responsible for creating and ensuring compliance of MOU’s between Tribal Departments, the Tribe and Tribal entities, and the Tribe and local governments.
9. Maintains effective internal and external communications.
10. Provide leadership to departments to enable them to make decisions, organize, program design, prioritize and delegate tasks.

11. Facilitates Community and Youth Division Department Director meetings regularly.
12. Notifies to the Administrative Manager and Tribal Council regarding policy concerns and recommends revision and direction which may develop from community or youth issues.
13. Coordinates community and youth activities with departments and external organizations as needed.
14. Approves expenditure requests from department directors to assure compliance with all tribal, state and federal government regulations and grant restrictions.
15. Participates and monitors internal and external audits of departments and implements necessary corrective actions with departments.
16. Responsible for projects as assigned by Administrative Manager or Tribal Council.
17. Keeps current on all areas of responsibility by attending executive level meetings, and attending trainings and workshops as needed.
18. Monitors and reviews community and youth programs to improve effectiveness and efficiency.
19. Ensures departments are implementing teamwork strategies to meet organizational and departmental goals.
20. Participates in the development of the Puyallup Tribe of Indians Vision, Mission, and Strategic Direction.
21. Develops and maintains ethical and professional relationships by upholding a favorable public image of the Tribe by establishing and participates in the community (civic, industry, and professional).
22. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manages directors and managers within the community and youth division. Is responsible for the overall direction, coordination, and evaluation of this division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.A.) or Master's degree (M. A.) from four-year college or university in social work or related field; and six years experience and/or training in a senior management level capacity managing subordinate program supervisors; or equivalent combination of education and management experience and/or training in overseeing departments or programs. Must demonstrate previous experience managing a

departmental budget. Demonstrated knowledge of grant management required. Intermediate knowledge and experience in computer applications including word processing, spreadsheets and database required. Strong writing and organizational skills required.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to senior management, public groups, and/or boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Other Skills and Abilities

- Ability to adjust and work within Tribal governmental structure.
- Ability to work effectively in a stressful environment, including a high work volume and complaint resolution.
- Customer service skills required.
- Must have and maintain a valid and unrestricted Washington State driver's license. Driver's license must not contain any restrictions that would prevent the employee from driving a GSA vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee frequently is required to walk.
- The employee is occasionally required to stand and use hands to finger, handle, or feel.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.
- Work is performed in an office setting.
- Occasional travel is required.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863
Fax#: (253)573-7963
Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*