



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

**OPENS:** JULY 6, 2017

**CLOSES:** AUGUST 3, 2017

**JOB TITLE:** CHILD SUPPORT ENFORCEMENT  
DIRECTOR

**DEPARTMENT:** CHILD SUPPORT

**REPORTS TO:** DEPUTY EXECUTIVE OFFICER  
OF PROGRAMS

**SALARY:** BASED ON SALARY MATRIX + BENEFITS

*(This is a Grant-Funded Position)*

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### **POSITION SUMMARY:**

Supervises all aspects of the Child Support Department including budget, staff, and program components ensuring Tribal and Federal regulations are met. Liaison with Federal, State and Tribal agencies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Supervises child support personnel.
2. Mentors child support personnel.
3. Develops and implements department policies, procedures, and protocols to conform to Tribal codes and policies.
4. Effectively recommends program enhancements.
5. Actively participates in meetings with State and/or Federal child support agencies in order to positively and accurately represent the Tribe's position on child support matters. These meetings may require both in-state and out-of-state travel depending upon the location of the meetings.
6. Prepares and presents monthly program status reports.
7. Prepares and administers annual budget and grant for department.
8. Assures that program components meet Federal direct-funding requirements.
9. Programs are developed and coordinated to meet organizational goals.
10. Participates in the development of the Puyallup Tribe of Indians Vision, Mission, Strategic Direction, and a responsibility to convey, model, and carryout such.
11. Develops and maintains ethical and professional relationships with key vendors in an effort to obtain added value to the Puyallup Tribe of Indians.
12. Contributes to a favorable public image of the Tribe by establishing and maintaining relationships and participation in the community (civic, industry, and professional).
13. Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the Child Support enforcement department. Carries out supervisory responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws. Responsibilities include interviewing, hiring, coaching and training employees; planning, assigning, and directing work; appraising performance; rewarding, recognizing and counseling 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**

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Experience and knowledge using word processing and spreadsheets (i.e. Word for Windows, Excel, Access, etc.). This position requires in-state and out-of-state travel for business in order to represent the Tribe's interests in state and federal child support matters.

### **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 top management, public groups, and/or boards of directors.

### **Mathematical Skills**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **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 remain calm in difficult situations and with intense clients.
- Ability to defuse tense situations.
- Ability to remain impartial.
- Ability to be culturally sensitive in a diverse society.
- Must pass a background check.
- Must be able to maintain strict confidentiality at all times.
- Required to travel for business.

## 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.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, color vision 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 moderate.
- Work is performed occasionally in an office setting.
- Requires occasional travel using employee's own transportation.

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 & 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

Job Line#: (253) 573-7943

*Note: Applications & copies of job announcements available at Rm. #157.*