

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2012-001 Issue Date: 06-11-12 Closing Date: 06-22-12

**3<sup>rd</sup> Advertisement**  
**Tribal Director**  
**Tribal Administration**  
**Tribal Council Executive Board**  
**Hourly Wage: DOQ/Full-Time/Regular**

Work is performed with latitude for independent judgment, decision making and action. Provides leadership, administration and management of the Yakama Nation's governmental organization. Directs, plans, and coordinates activities of the entire Yakama Nation governmental organization in accordance with established policies, regulations, ordinances, and tribal resolutions. Monitors and evaluates programmatic responsibilities of total organization. Plans, develops and initiates policies at the direction of the Tribal Council. Develops and implements goals and objectives to coordinate operations between departments.

**Knowledge, Skills and Abilities:**

- Must have knowledge of the Yakama Nation people, culture, history, and land.
- Must have knowledge of management principles, practices and theory of public administration, including optimum use of human and material resources.
- Knowledge in principles of supervision, organization, and administration.
- Have knowledge of diverse tribal governmental operations, its infrastructure, mission and goals.
- Have skill to communicate orally and in writing.
- Ability to facilitate conflict resolution decisively in resolving personnel issues.
- Must have executive managerial experience in organizational development and financial management.
- Ability to work in stressful situations regarding sensitive and controversial issues.
- Possess skill in public policy development, dispute resolution, and technical research.
- Knowledge of motivational theory.
- Ability to maintain effective working relations with tribal officials, employees and general public.

**General Recruiting Indicators:**

- Must possess a Bachelor's Degree in business or public administration, finance, or a discipline directly applicable to governmental administration, AND 5-years professional work experience in supervision and management of a multi-faceted organization.
- **OR**, must possess a Masters Degree or graduate level course work in a related field AND 3-years professional work experience in a comparable administrative/management position.
- **OR**, substitute 10-years successful and responsible work experience in a comparable administrative/management position equivalent to a GS-13.

**Necessary Special Requirements:** *(Position is subject to approval of Tribal Council.)*

- YAKAMA ENROLLED PREFERENCE.
- Ability to pass a background check.
- Must possess a valid Washington State driver's license with the ability to obtain a tribal driver's license.
- Required to pass a pre-employment drug and alcohol test.