YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT

Announcement # **2016-184** **Issue Date:** **09-30-16** **Closing Date:** **10-21-16**

Deputy Director
Human Services
Department of Tribal Administration
Hourly Wage: $51.77/Regular/Full-Time

Plans, coordinates and directs activities of the YN Department of Human Services which is comprised of various community health, welfare, employment, and education programs. Ensures administration of programs is in accordance with established policies, regulations, ordinances, and resolutions to achieve annual mission, goals, and objectives. Develops and prepares policies, resolutions, and reports at the discretion of the Tribal Administrative Director (TAD). Coordinates functions, activities, and operations between department programs, Bureau of Indian Affairs (BIA), Indian Health Services (IHS), and Tribal Government. Maintains a close working relationship with appropriate Tribal Council oversight committee and serves as a liaison between programs and committees. Prepares informational packets under the direction of the Tribal Director for Tribal Council, Serves as an advisor to the Tribal Director and provides assistance to develop and administer operational policies and procedures. Attends exit audit reviews and is responsible to address and diminish audit deficiencies and findings. Provides reports to the TAD. Oversees program budgets, grants and contracts. Is responsible to provide assistance to establish deadlines, delegate responsibility, and resolve disputes. Job performance requires mature judgement and application of management-administrative techniques and practices with ability to work under stress.

Knowledge, Skills and Abilities:

- Knowledge of management, administrative, and supervisory theory, principles, and practices.
- Knowledge of governmental accounting, budgeting, and organizational structure.
- Knowledge of Yakama Nation Manuals (Financial, Purchasing, Personnel, etc.) Codes, and governing Resolutions.
- Knowledge of the Yakama Nation Treaty of 1855.
- Knowledge of the unique relationship between Yakama Nation and United States Government.
- Knowledge of the Yakama Nation governmental infrastructure and relationship with other governments.
- Knowledge and sensitivity of Yakama Nation culture, cultural practices, traditions, and values.
- Ability to exercise mature judgment in decisive matters.
- Ability to work under stress.
- Ability to maintain strict confidentiality.
- Skills and ability to effectively relate to people from all walks of life regardless of race, religion, or government affiliation.
- Skill and ability to perform public speaking before small or large groups.
- Ability to utilize a computer, assorted software, and current technology.
- Ability to direct and coordinate work of subordinates in a complex governmental organization.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with Tribal officials, employees, general public and outside agencies and governments.
- Ability to facilitate resolutions of sensitive interpersonal problems and issues.
- Ability to manage simultaneous tasks while ensuring each one is accurate and complete.

General Recruiting Indicators:

- Requires a degree in Social, Health, or Education fields and five years Supervisory/Management work experience. Or a bachelor's degree in a related field and/or five years responsible work experience in a supervisory/management position with major duties relative to accounting, budgets, audit requirements, federal/state financial reporting, and personnel management.

Special Requirements:

- Must be able to pass a pre-employment drug and alcohol test.
- Ability to pass a pre-employment background check.
- Must possess a valid Washington State Driver License with the ability to obtain Yakama Nation Driving permit.
- Yakama enrolled preference.