

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: General Manager

DEPARTMENT: Quil Ceda Village Executive Administration

PAY GRADE: DOE

JOB DESCRIPTION: Working under the direction of the Quil Ceda Village Council the General Manager serves as the Village Manager of the Quil Ceda Village and directs the activities and operation of all divisions and departments. Advises and assists the Quil Ceda Village Council in the conduct of Village business, and provides administrative oversight. The General Manager has overall responsibility for administration and operations of the village, including developing, recommending and implementing policies, program planning, and fiscal management.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: Quil Ceda Village Council

EMPLOYEE SUPERVISES: Subordinates

EDUCATION:

- High School Diploma or GED equivalent required
- Bachelor degree in Business, Finance, Education, Public Administration, Human/Social Services, Organizational Leadership or related field. *Relevant experience may substitute for the degree requirement on a year for year basis.*

KNOWLEDGE:

- Knowledge of modern municipal management methods and procedures, organizations and functions.
- Knowledge of principles and procedures of strategic business planning and reporting.
- Knowledge of current social, political, and economic trends and operating problems of municipal government.
- Contracting, negotiating, and change order management.
- Office management and supervision practices and procedures.
- Principles, theories, and practices of government accounting (GAAP).
- Internal and operational control concepts, techniques, and relationships.

- Leadership skills, including team building, consensus building and conflict resolution.
- Leadership and project management skills to uphold and guide workforce through periods of change.
- Analytical, management, administrative and budget planning.

ABLE TO:

- Maintain and enhance complex relationships both within and outside the organization.
- Ability to analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Ability to provide excellent customer service, show value in all employees, and be highly visible within the organization.
- Ability to supervise, lead, coach and use best management practices to improve staff performance.
- Ability to develop short- and long-range goals, and plan, assign, coordinate and evaluate the work of subordinates.

EXPERIENCE:

- Must have ten (10) years working experience in a senior management position

OTHER REQUIREMENTS:

- An enrolled Tulalip Tribal member.
- The Tulalip Tribes requires different levels of pre-employment background screening for all positions. Offer of employment is contingent upon successful passing of these background check(s) and a drug-screening test.
- Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

SPECIFIC JOB PERFORMED:

- Preparing, overseeing and implementing the budget of Quil Ceda Village within the guidelines as defined by the Council.
- Executing contracts within allowable limits on behalf of Quil Ceda Village to purchase goods and services, as the Village's purchasing agent.
- Ensures the planning, development, implementation, and evaluation of cost-efficient and effective Quil Ceda Village programs and services.
- Oversee the development, implementation and enforcement of Quil Ceda Village ordinances, resolutions and policies.
- In conjunction with Quil Ceda Village Council determine Village priorities which will be carried out by the General Manager.
- Represent the Quil Ceda Village in intergovernmental and public relations.
- Carries out the effective and efficient management of Quil Ceda Village staff and resources to reach organizational objectives.
- Ensures the development of effective and productive relationships between Quil Ceda Village and appropriate tribal, federal, state, county, city business and community organizations.

- Develop and implement policies and programs targeted at business expansion, retention and recruitment.
- Manage projects successfully by establishing priorities and goals to a successful completion.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Quil Ceda Village Council has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.