

Employment Opportunity

8802 27th Ave NE, Tulalip, WA 98271
Office: 360-716-5000



JOB TITLE: Chief Administrative Officer

PAY RANGE: \$86.28-\$143.80

DEPARTMENT: Tulalip Tribal Federal Corporation

JOB DESCRIPTION: The Chief Administrative Officer (CAO) of the Tulalip Tribal Federal Corporation is responsible for the efficient and effective administration of all operation and resources of Tulalip Tribal Federal Corporation. The CAO is responsible for the administration of day-to-day operations including personnel management; planning, budgeting and forecasting; policy development and compliance. Provides the leadership, management and vision necessary to ensure that Tulalip Tribal Federal Corporation has sufficient internal controls, policy and procedures as well as resources in place to ensure financial operational efficiencies and integrity. Responsible for the direct oversight of Tulalip Tribal Federal Corporation Administration. The CAO will be a member of the CEO Executive Team.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://quilcedavillagewa.munisselfservice.com/ess/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Tulalip Tribal Federal Corporation Human Resources at 360-716-5047.

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

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: Chief Executive Officer

EMPLOYEE SUPERVISES: TBD

EDUCATION:

- Bachelor Degree in Business, Finance, Education, Public Administration, Organizational Leadership or related field.
- Master of Business Administration (Preferred).

SKILLS:

- Written, oral, interpersonal and presentation skills.
- Leadership & project management skills to uphold & guide workforce through periods of change.
- Analytical, management, administrative and budget planning skills.
- Work effectively in a culturally diverse environment.
- Maintain an independent, confidential and professional work environment.
- Multi-task in a fast-paced environment, maintain composure & meet established deadlines.

- Interact with tribal members, employees, & Board members with courtesy, tact & good judgment.
- Continually learn and utilize a variety of information systems.

EXPERIENCE:

- Seven (7) years of progressively increasing responsibility in management.
- Seven (7) years of experience in departmental financial management creating and maintaining budgets.
- Prior experience in strategic planning and execution.

OTHER REQUIREMENTS:

- Must be an enrolled Tulalip Tribal Member.
- Valid Driver's License.
- No serious violations regarding disciplinary actions or termination for cause in the last five (5) years.
- Tulalip Tribal Federal Corporations requires different levels of pre-employment background screening for all positions. Employment is contingent upon successful passing of these background checks.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Dexterity for the operation of personal computer, office machines and routine paperwork.
- Tolerance for exposure to computer screen for prolonged periods.
- Stamina to sit, stand and/or walk for prolonged periods. Mobility to bend, stoop, and/or climb stairs.
- Ability to lift objects weighing up to 25 lbs. occasionally.

SPECIFIC JOB PERFORMED:

- Provides day-to-day leadership and oversight to the organization that mirrors the mission and vision of Tulalip Tribal Federal Corporation, while promoting a positive employment culture.
- Continually review operations to promote productivity improvement, workforce efficiency, systems efficiency, and positive high standard of customer relations throughout Tulalip Tribal Federal Corporation.
- Develop, in collaboration with the CEO an annual plan that supports Tulalip Tribal Federal Corporation's strategic plan.
- Motivate and lead a high-performance management team; attract, recruit and retain required members of the executive team not currently in place; providing mentoring, guidance and conduct annual performance reviews of all Directors under supervision.
- Prepare timely annual Administrative budgets, long range planning work product and other monthly management reports as required.
- Ensures the CEO is timely provided reliable & relevant information regarding the operations & resources of Tulalip Tribal Federal Corporation to assist in making well-informed decisions in the best interest of the seven generations of membership, including but not limited to, presenting monthly reports to the CEO.
- Attend all meetings required by the CEO. Represent Tulalip Tribal Federal Corporation.
- Precise and consistent decision making is expected from the CAO.
- CAO must provide professional representation of Tulalip Tribal Federal Corporation.

- Represents Tulalip Tribal Federal Corporation at hearing or before agencies, or at community/general council meetings as directed or approved by the CEO.
- Perform other functions related to the CAO or as may be requested by the CEO.

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. 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. Management 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.