Program Director
Full Time
Professional

Blue Lake Rancheria Tribe of California

POSITION DESCRIPTION
MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED NECESSARY

Job Title:	STEP Development Grant Program Director
Department:	Tribal Government
Reports To:	Tribal Administrator
FLSA Status:	Exempt
Prepared By:	
Revised Date:	10/01/2019
Approved By:	
Approved:	

JOB SUMMARY

Plans, develops and manages the Blue Lake Rancheria Tribal Education Agency Development Project; performs complex administrative, budgetary, systems, statistical and other management analyses in support of activities and functions for the newly established Tribal Education Agency; makes recommendations for action and assists in policy and procedure development and implementation for the Education Code, and Joint Powers Agreement for the operation of the Regional Occupational Center and Program; supervises and directs the work of support staff; performs related work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, coordinates, conducts and implements or directs the implementation of program projects and/or activities; Oversees the day-to-day operations of the program and ensures that the program achieves its performance objectives within designated timelines and budgetary constraints.
- Responsible for working with program partners to gather data, develop formative evaluations, and implement continuous improvements; Document and formalize the results of research, processes and deliverables.
- Assesses program and project scope and needs, determining funding, staffing and other resource requirements.
- Identifies obstacles, evaluates alternative courses of action and makes recommendations which may include such areas as organizational structure, staffing, facilities, equipment, cost analysis, fiscal reporting, productivity or policy or procedure modifications.
- Serves in a consultative role as a technical expert on administrative, programmatic, financial and related issues and strategies; assists in developing goals, objectives and work standards for program and project implementation.
- Develops and administers program and project budgets.

- Interprets and applies a variety of complex policies, rules and regulations; provides information to employees, other departments and outside organizations which may require tact and judgment.
- Oversees program and project recordkeeping and reporting functions; prepares narrative and financial reports.
- Confers with representatives of other governmental agencies, community groups, boards and commissions, vendors, the public and others; represents the department or others in meetings; may make presentations to public groups.

Promotes the following within the department and among all Team Members:

- Creates a collaborative, inclusive, and culturally responsive atmosphere
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

Blue Lake Rancheria requires Team Members, on a continual basis…

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

SUPERVISORY RESPONSIBILITIES

- Provides direction and supervision for subordinate supervisory, professional and/or support staff and provides for staff training and professional development.
- Participates in the hiring of staff, recommending selection for appointing authority approval.
- Conducts employee performance evaluations, counsels employees and recommends corrective or disciplinary actions as appropriate
- Planning, supervising and reviewing the work of assigned subordinate supervisory, professional and support staff and training staff in work procedures. Interpreting, explaining and applying laws, regulations and polices related to program projects and activities.

QUALIFICATIONS

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

Minimum requirement: Equivalent to graduation from a four-year college or university with major coursework in business or public administration or closely related field, and/or four years of professional level experience in administrative, management, operations, budgetary or similar analytical or management support work, which includes at least one year of staff supervision.

Preferred: Graduate level degree in business or public administration or closely related field, and ten years of professional level experience in administrative, management, operations, budgetary or similar analytical or management support work, which includes at least five years of staff supervision.

At least one year of experience in a public agency setting is desirable.

COMPUTER SKILLS

Must be knowledgeable and proficient working with the Microsoft Office Suite, with intermediate to advanced skills using Microsoft Word, Excel, and PowerPoint.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from co-workers, partners, government agencies, and the general public.

- Prepare clear and concise reports, correspondence and other written materials.
- Strong public speaking skills

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Strong skills associated with financial analysis.

REASONING ABILITY

Ability to solve complex and practical problems, dealing with a variety of concreate or unknown variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Use innovative techniques and both broad-based and detailed knowledge of grant and project management to formulate and implement concepts and processes that support short, medium, and long-term goals associated with Tribal government programs.
- Strong analytical skills for evaluating the effectiveness of programs and services, making necessary changes and improvements.
- Analyzing administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions.
- Exercising sound independent judgment within established guidelines.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The Team Member frequently is required to reach with hands and arms. The Team Member is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The Team Member must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics describe here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is frequently exposed to a general office environment including the use of standard office machinery. Job duties may extend outside the office to meetings locally and abroad. Travel required by funding agencies to attend management and program related trainings is expected.