



EMPLOYMENT OPPORTUNITIES

Job Title: Community Manager

Closing Date: 03/12/2021

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 21-118

Job Type: Full-Time Regular (At-Will)

Department: Office of the Community Manager

City: Sacaton, AZ

Locations: 525 W. Gu U Ki Road

Area of Interest: Administration

Salary Type: DOE

Salary/ Hourly Rate: \$110,007 Salary

Tribal Driving Permit Required: Yes

****OPEN TO COMMUNITY MEMBERS ONLY****

DISTINGUISHING FEATURES OF THE CLASS:

The Community Manager provides highly responsible management and administrative direction to department directors in coordinating efforts toward achieving departmental objectives and meeting the operational needs of the Gila River Indian Community (the "Community"). The Community Manager exercises considerable initiative and independent judgment in representing the Community within an assigned area of responsibility, is delegated supervisory authority over department directors, and serves as lead Community Manager where team approaches are required.

This position performs work under the direction of the Community Governor and/or Lieutenant Governor as expressly directed and is subject to evaluation on the basis of work performed.

ESSENTIAL FUNCTIONS:

- Serve as a core member of the Office of Community Manager to ensure effective and seamless delivery of programs and services and serves as lead Community Manager where team approaches are required.
- Provide visionary and innovative leadership, supervision, and general direction to department directors within assigned division by facilitating implementation plans for cohesive administration of programs, improving communication, and planning for the budget.
- Serve as a liaison between departments, Administration, and the Community Council; effectively communicate information and recommendations to the Governor, Lieutenant Governor, and Community Council.
- Assist assigned departments with development and coordination of annual budgets; assist with grant/contract negotiations and ensure regulatory compliance.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service; answer a variety of correspondence or public inquiries relating to Tribal government operations, procedures, and related matters; and represent the Community at various conferences and meetings as requested.

- Meet and correspond with various internal and external professional, business, and governmental entities agencies, as authorized, to represent and safeguard the Community's interests, resolve issues and problems, and respond to questions and/or inquiries.
- Manage special projects and assignments and perform related duties by researching, analyzing, preparing records/reports, and proposing necessary changes.
- Supervise, direct, and evaluate assigned staff, including Assistant Community Managers and assigned department directors, through performance evaluations and establishing standards of performance and workflow for the department and/or Community Government Division.
- Perform other related duties as assigned by the Governor/Lieutenant Governor.

REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Thorough knowledge of the principles, practices, research methods, techniques, and report presentation as it pertains to an area within a municipal government.
- Considerable knowledge of governmental budgeting and fiscal practices.
- Considerable knowledge and experience in organizational management with emphasis on formulating and implementing organizational policy, coalition building, and general issue advocacy.
- Considerable knowledge in legislative policy development and analysis at the Tribal, State and Federal levels.
- Considerable knowledge of the Gila River Indian Community policies and procedures and governmental structure.
- Knowledge of the economic and sociological problems of Native Americans.
- Strong collaborative interpersonal and verbal communication skills.
- Ability to provide leadership and good judgment, maintain managerial control under extremely stressful conditions.
- Ability to supervise effectively and to plan and coordinate work of others, including a variety of unrelated work groups.
- Ability to work independently to maximize acquired skill and expertise to accomplish the essential functions, duties and responsibilities for this position.
- Ability to conduct original research and make sound administrative analysis and recommendations.
- Ability to design, develop, implement and administer policies, procedures and programs related to the area of assignment.
- Ability to communicate effectively, clearly and concisely, both orally and in writing.
- Ability to prepare reports and budgets.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university in Public or Business Administration or related field and a minimum of seven (7) years of management experience; Or
- Associate's degree from an accredited college or university in Public or Business Administration, or related field and nine (9) years of management experience; or
- High School or GED and eleven (11) years management experience.

Demonstrated experience in:

- Organizing programs and services in a large urban or community environment;
- Leading organizational change;
- Working effectively with a diverse community to anticipate and resolve problems;
- Developing diverse management teams;
- Evaluating the effectiveness of programs, service delivery, and budgetary needs to meet the needs of all customers; and

- Managing and supervising people.

ADDITIONAL REQUIREMENT:

Required to pass a background check.

Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Supervisory, Salaried Position

Reports to Governor, Lieutenant Governor or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**