

Position Title: Director of Tribal Programs

Status: Exempt

Department: Tribal Programs

Reports To: Tribal Administrator

General Position Description:

Under direct supervision of the Tribal Administrator, the incumbent will initiate, organize, direct, and coordinate the design and development of multiple and integrated service programs for UAIC Tribal members; the Director will have the responsibility to plan, direct, and administer the implementation and on-going management of multiple Tribal programs, their administrative functions or operational activities. Tact, poise, and sound judgment are routine requirements in communicating with internal and external contacts, offices, and organizations.

Duties & Responsibilities:

- Plan, direct, and administer the implementation and ongoing management of Tribal programs within designated areas of responsibility in the most cost-effective and service-oriented manner; facilitate and provide positive leadership, as well as hands-on guidance and assistance to department staff. Current areas of responsibility include:
 - Mortgage & Rent Payment Assistance Program
 - Utility Payment Assistance Program
 - Down Payment Assistance Program
 - Auto Loan Program
 - New Member Financial Training
- Manage and administer the Tribe's per capita distribution program; ensure the quality and correctness of data entry and manage and monitor per capita deductions and direct payment requests.
- Oversee and participate in the investigation and resolution of complaints and disputes related to designated programs and activities; identify and initiate solutions to major issues.
- Solicit feedback regarding existing programs to identify areas for improvement.
- Periodically review program descriptions and suggest revisions to address existing concerns or improve program delivery.
- Apply program rules to make eligibility determinations for existing Tribal programs and answer questions regarding program eligibility and content.
- Participate in the identification and allocation of fiscal, staffing, and material resources for various Tribal programs and contribute to the problem-solving, decision-making, and planning activities of the department.
- Direct, coordinate, and monitor the development of designated programs' work plans, priorities, and evaluation criteria; assign work activities; perform the most critical and sensitive professional representation, facilitation, and

negotiation tasks on behalf of UAIC and its Tribal members; monitor and evaluate work in progress and at completion to ensure compliance.

- Oversee outreach to Tribal members to increase participation levels in Tribal programs.
- Solicit feedback and identify areas of need for new programs from Tribal members.
- Identify and develop new programs that would promote and enhance the mission, goals, and objectives of UAIC and its Tribal members; initiate and participate in the necessary research and analysis to justify the appropriateness of implementing the proposed programs.
- Represent the department and UAIC in general, acting as liaison with a variety of pertinent federal, state, and local agencies, organizations, and businesses to ensure communication with and input into all decision-making and data collection processes that impact Tribal programs and the interests of UAIC Tribal members.
- Direct and participate in the development and administration of program budgets, coordinating and directing the forecasting of funds needed, researching and analyzing funds availability, monitoring and reviewing program utilization on an ongoing basis.
- Organize, coordinate, and participate in a variety of committees and task forces in response to identified needs, special assignments, and the overall facilitation of Tribal programs.
- Performs related duties as required.

KSAs-Knowledge, Skills, & Abilities:

- Ability to utilize technology to improve work efficiency.
- Must be detail-oriented.
- Ability to follow directions, as well as to work independently when necessary.
- Ability to perform mathematic calculations quickly and accurately.
- Ability to analyze budget and technical reports; interpret and evaluate staff reports;
- Knowledge of applicable laws, regulations and codes;
- Skills in observing performance and evaluating staff, explaining and interpretation of policies.
- Experience with, or understanding of, the Tribal General Welfare Exclusion Act of 2014 and related IRS rules and regulations.
- Knowledge of home loan and auto loan programs as well as the processes and services associated with home purchases.
- Ability to gain cooperation through discussion and persuasion.
- Ability to successfully develop, control and monitor multiple programs' budgets and expenditures.
- Ability to interpret and apply UAIC policies, procedures, rules and regulations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to supervise, train and evaluate assigned personnel.
- Ability to work with various and diverse groups in a tactful and effective manner.

- Ability to establish and maintain effective working relationships with Tribal members, other employees, and members of the general public.
- Must have proficient understanding of Office applications, including Word, Excel, PowerPoint, Access and Outlook.

Minimum Qualifications:

Education:

- Bachelor's Degree in a related field from an accredited institution is required.

Experience:

- Minimum of five years of recent experience in a responsible position within a large organization that demonstrates the knowledge and ability to provide leadership in planning, organizing, directing, reviewing and evaluating programs.

Special Requirements:

Must adhere to STRICT CONFIDENTIALITY in reference to all UAIC information in trust and confidence and shall not disclose any confidential information to any third party without the written consent of the Tribal Administrator.

Please email all resumes to resume@auburnrancheria.com or fax resumes to: (530) 878-5445.

Must type Director of Tribal Programs in subject line to be considered.