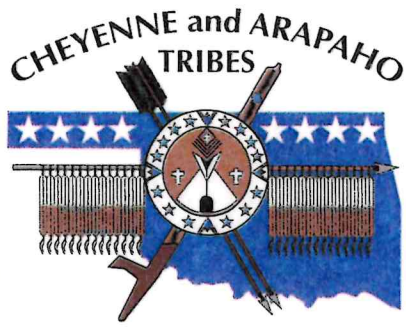


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

*****VACANCY ANNOUNCEMENT*****

POSITION: Executive Director
PROGRAM: Department of Administration
LOCATION: Concho, OK
ISSUE DATE: March 30, 2022 **CLOSING DATE:** Until Filled

Under the direct supervision of the Chief of Staff, the incumbent will supervise and direct all program directors and staff within the Department of Administration (DOA).

DUTIES AND RESPONSIBILITIES:

- Develops and manages budget for all administrative departments, reviews operating costs and suggests cost saving measures.
- Evaluates and analyzes department needs by performing quality assurance checks for all departmental programs, and develops quality improvement plans when needed.
- Identifies and implements best practices, works independently, thinks strategically, plans for the long-term success of the Cheyenne and Arapaho Tribes and effectively delegates tasks.
- Assists other Executive Directors in the review of staff issues and meets with staff members to enforce policies and procedures.
- Suggests policy changes and assists in the development of new policies.
- Performs other duties as assigned by Chief of Staff.

QUALIFICATIONS:

- Bachelor's degree in business, administration or other related field and at least five years of experience.
- Must demonstrate basic professional competence in the administrative field.
- Must possess leadership, confidence, self-motivation, and strong problem-solving skills.
- Must possess excellent written and verbal communication skills.
- Must possess ability to prioritize, manage and complete multiple tasks and responsibilities wherein time management and delegation skills are crucial.
- Must be willing to receive training on federal, state, and tribal government grants and contracts, and policies and procedures.
- Must have at least five (5) years of management experience.
- Must possess valid Oklahoma State Driver's license.

- Must possess advanced computer skills with the ability to manage databases and spreadsheets in a MS environment, including Word, Excel, and Outlook.
- Must be willing to work beyond normal working hours.
- Must possess knowledge of tribal programs and services, guidelines and parameters of services.
- Cheyenne and Arapaho preference.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov