***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](http://www.cheyenneandarapaho-nsn.gov)