



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Deputy Director

Team: Native Village of Eyak
Reports to: Executive Director
FLSA Status: Exempt from Overtime

Salary Range: DOE
Schedule: Fulltime, Regular
Last Revised: October 2022

The Deputy Director works closely with the Executive Director to provide effective oversight and management of all NVE programs in accordance with strategic plans as developed by the Tribal Council and NVE Tribe.

Supervisory Responsibilities:

- Supervise & provide oversight for assigned departments, programs and projects as determined in consultation with the Executive Director.

Duties/Responsibilities:

- Work closely with the NVE Executive Director, committees, boards, and a variety of agencies to assist with implementing programs and projects identified as priorities by the Tribe.
- Develop new funding sources, projects and programs as determined in collaboration with the Executive Director.
- Works with Human Resources and when necessary, the Executive Director, to resolve personnel issues.
- Familiar with all NVE programs.
- Review and edit timesheets for Executive Director signature.
- Review and approves Purchase Orders.
- Supervises Program Managers when Executive Director is absent.
- Attends all council meetings.
- Negotiate and enforce the provisions of contracts, leases and agreements as assigned by the Executive Director.
- Familiar with organizational goals, objective, policies, and procedures.
- Oversee and manage all NVE rental properties
- Oversee and manage NVE's Vessels Eyak Chief & Eyak Umma
- Organize & plan Emergency Management Programs.
- Assist the Executive Director with strategic planning and execution of retreats and other work sessions.
- Assist the Executive Director in development of policies and processes to promote the efficiency and effectiveness of the NVE.
- Lead in development of performance management systems and related productivity systems and processes.



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Required Skills/Abilities:

- Demonstrate effective leadership and managerial skills in a mutually supportive environment.
- Ability to plan, organize, administer, and coordinate a variety of complex NVE services and programs, some of which are community and statewide.
- Ability to select, motivate and evaluate staff and provide for their training and professional development.
- Develop and implement goals, objectives, policies, procedures, work-standards, and internal controls.
- Strong analytical and problem-solving skills. Must be able to analyze complex technical and administrative problems and challenges, evaluate alternative solutions and adopt effective course of action.
- Excellent interpersonal communication skills, both oral and in writing.
- Ability to represent the organization, establish and maintain effective working relationships with those contacted in the course of work effectively and professionally.
- Experience in exercising a high degree of initiative, judgment, discretion, and decision-making to achieve organizational objectives.
- Ability to manage in a crisis and effectively interact in a professional manner with the public, tribal members, and staff.

Education and Experience:

- Bachelor's Degree in Business/Management or relevant field, Master's Degree in Business or Public Administration or relevant field, or equivalent preferred.
- Five years' experience in Tribal Government Management required.
- Two years' experience with contract negotiations preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Due to the varied nature of working for a Tribal Government, exposure to inclement outdoor environment and physically strenuous work may occur.
- Regularly manipulate a variety of data via verbal, written and electronic media and related equipment to complete all aspects of the Finance Director job duties.
- Regularly use mental, oral, and written methods of creating complex material using high level cognitive functions, or otherwise create and communicate NVE policies, procedures, goals, and objectives.
- Typically move about and lift to 25 lbs. to coordinate work.
- Constantly use memory or otherwise access mental information pertinent to work.
- Regularly be able to sit and stand for extended periods of time to complete work and attend meetings.
- Regularly be able to walk, bend, crouch and otherwise twist to supervise work.

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Disclaimer

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date