

## **Tribal TANF Program Job Description**

<b>Job Title:</b>	<b>EXECUTIVE DIRECTOR</b>
<b>Department:</b>	<b>Tribal TANF</b>
<b>Supervisor:</b>	<b>Tribal Administrator</b>
<b>Salary:</b>	<b>GL 11-12 based on SF Bay Area and DOE</b>

### **SUMMARY:**

The Executive Director is a senior management position that reports to the Tribal Administrator and is responsible for directing the development and management of the Scotts Valley Band of Pomo Indians (SVBPI) Tribal TANF program and its associated programs. This includes, but is not limited to, the programs operating policies and procedures, human resources management, program budget development and fiscal management, federal and state reporting, evaluation and oversight of grant supported service delivery methods, program goals and objectives, and public, community and Tribal Council relations. The Executive Director will also provide professional advice to the Tribal Administrator and Tribal Council and perform related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Program Services:**

Develop, implement and manage the services and activities of the SVBPI's Tribal TANF program within the approved service area of Contra Costa, Lake, Mendocino and Sonoma counties in accordance with the Tribe's Tribal Family Assistance Plan (TFAP) approved by the US Department of Health and Human Services Administration for Children and Families (ACF) including:

- Prepare and submit the TFAP 3-year Plan.
- Develop and manage the program's short and long-term goals and objectives in accordance with the TFAP, as approved by the Tribal Administrator and the TANF Policy Oversight Committee.
- Develop program policies and service delivery procedures in accordance with federal and state Tribal TANF regulations; and ensure consistent compliance in all program areas.
- Develop, implement and evaluate service delivery methods and procedures in accordance with federal and state grant regulations, best practices of social and human services professionals and by the cultural awareness and guidance provided by the Native American community, the Tribal TANF Advisory Board and the TANF Policy Oversight Committee.
- Provide supervisory counsel to social service and client services staff members regarding the provision of social services, Tribal TANF cash

assistance and other benefits and be effective in addressing directly the most sensitive client complaints and issues; and make available to social service staff members expert advice on matters relevant to the delivery of effective human and social services.

**Personnel Fiscal and Grants Management:**

- Ensure adherence to all grant regulations with emphasis on CFR 45 et al.
- Manage all personnel matters in accordance with current human resource management practices; and, in compliance with SVTT's and SVBPI's approved personnel policies.
- Prepare an annual TANF budget for approval by the Tribal Administrator and the TANF Policy Oversight Committee.
- Monitor spending to ensure alignment with the budget and conformance to grant regulations.
- Authorize drawdowns of revenues to align with spending plan.

**Public and Tribal Relations:**

- Represent TANF and educate state and national policy makers, regulators and TANF associations on local programmatic issues and concerns.
- Establish cooperative relationships with local community organizations and service providers, Native American communities, and other relevant entities.
- Work cooperatively with SVBPI Tribal staff to address issues, establish procedures and coordinate efforts that benefit all tribal members.
- Interface with the TANF Advisory Board to ensure community participation, program relevance and cultural sensitivity of the program.
- Provide professional advice and training relative to Tribal TANF and social/human service provision.

**OTHER RESPONSIBILITIES:**

- Other duties that may be delegated from the Tribal Administrator, the TANF Policy Oversight Committee or the Tribal Council from time to time.

**QUALIFICATION REQUIREMENTS:** The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**Management:**

- Experience in planning, organizing, directing, managing and coordinating the functions of a multiple grant funded social service program.

- Ability to analyze, interpret and explain a variety of social service rules, policies, regulations and procedures to social service applicant/recipient, social service agencies (both public and private), internal and external staff, TANF Advisory Committee, TANF Policy Oversight Committee, Tribal Administrator and the Tribal Council.
- Ability to establish and maintain cooperative working relationships.
- Ability to develop, negotiate and monitor contracts and procurements in compliance with federal and state guidelines.
- Ability to develop annual budget and control expenditures.
- Ability to coordinate Tribal TANF services in conjunction with other Tribal departments, community organizations, and government agencies.
- Knowledge of human resource management principles and practices.
- Knowledge of principles, techniques, and practices of effective business and social service systems.
- Ability to communicate effectively, both orally and in writing.
- Competence in Windows, word processing and spreadsheet software.
- Ability to learn and become competent in software designed to track and report on Tribal TANF program services and cash assistance and client progress in achieving Tribal TANF goals and meeting program requirements.
- Ability to effectively represent the Tribe's programs with the general public, Native American community, community-based organizations and governmental agencies.
- Knowledge of human service problems and issues and their relationship to the development and delivery of human service programs and services.
- Knowledge of eligibility for public assistance, and the programs of various community and governmental agencies.
- Knowledge of local, state and national human and social services policies, functions, and systems.

### **EDUCATION AND/OR EXPERIENCE:**

- Masters degree from an accredited institution of higher learning in social work, public administration, political science, law, economics or related field; **AND** five (5) years of professional level experience in a public or private social service agency with supervisory, administrative, executive or professional consulting capacity while exhibiting an increasing level of responsibility and accomplishment during this time period of which at least two (2) years of experience interpreting and applying TANF regulations. A Doctorate degree in noted fields may be substituted for up to three (3) years of professional level experience.

OR

- Nine (9) years of professional level experience as noted above of which at least three (3) years in TANF at a managerial level including interpreting and applying TANF regulations.

### **LANGUAGE SKILLS:**

- Requires an individual with demonstrated verbal and written communication skills and supervisory skills.

### **REASONING ABILITY:**

- Requires ability to plan, assign and direct workflow and ability to establish and maintain effective working relationships with employees, TANF Advisory Committee, TANF Policy Oversight Committee, Tribal Administrator and Tribal Council, and other public and private agencies.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have a valid California driver's license.
- Must have a successful background and drug test clearances.
- Indian preference will apply to those who are qualified.

### **PHYSICAL DEMANDS:**

- Must be able to sit for extended periods and frequently stand and walk.
- Must have normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range and the ability to verbally communicate.
- Must be able to use office equipment, including computers, telephones, calculators, copiers and facsimile machine.
- Must be able to lift and/or move up to 25 pounds and occasionally lift and/or move more than 25 pounds.

### **WORK ENVIRONMENT:**

- Work is performed in two main offices located in Concord and Lakeport in which presence is required not less than 2 days per week in each office and with occasional work outside the office.
- Requires availability to travel for meetings, conferences and training activities.
- Requires an individual who can access the workplace via a single flight of stairs and adhere to smoke-free workplace policies.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **DRUG FREE WORKPLACE:**

The Tribe will not allow or condone drug or other substance abuse in the workplace. The Tribe insists on a workplace free from alcohol, prescribed or other drug abuse and their effects.

Employees must disclose to the Tribal Administrator the use of any prescription drugs along with the stated potential side effects of taking those drugs. It shall be the sole discretion of the Tribal Council whether an employee can use prescribed drugs and still effectively and safely work in the Tribe's offices or other Tribal employment areas.

The Tribe's drug free workplace substance abuse policies are based on Federal law and more particularly the Federal Controlled Substance Act, which among other things defines marijuana as an illegal drug whether it is used for medical purposes or not. State of California laws related to medical marijuana use do not apply for those working in any of the Tribe's offices. Being in possession of a Medical Marijuana Certification does not excuse Tribal employees from the strict Federal and Tribal policies on marijuana use.

**AT-WILL EMPLOYMENT:** The Scotts Valley Band of Pomo Indians ("Scotts Valley") employment policy is at will. Under the at-will policy, neither the employee nor the Scotts Valley Tribal Council is committed to continuing the employment relationship for any specific term. Rather, the employment relationship will continue at-will. Either side may terminate the relationship at any time, with or without cause and with or without notice. The Scotts Valley Tribal Council also retains the right to demote an employee, transfer an employee, change employee job duties, and change employee compensation at any time with or without notice and with or without cause in its sole discretion.