



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Chief Operations Officer
- DEPARTMENT:** Executive & Management Staff
- LOCATION:** Administration Building – Tribal Complex
- REPORTS TO:** Wichita Tribal President

JOB SUMMARY:

Chief Operations Officer is responsible for the day-to-day administration and overall operation of Tribal Programs. Provides supervision for Program Administrators/Directors and administrative staff.

CORE DUTIES AND RESPONSIBILITIES:

1. Directs and conducts all business-related matters of the Wichita and Affiliated Tribes as authorized by the Executive Committee and in accordance with the Tribe's Governing Resolution, and Personnel Policies and Procedures.
2. Drafts tribal documents, i.e., memoranda, letters etc., as required and pursuant to the President/Executive Committee's directions.
3. Implements tribe's Personnel Policies and Procedures and changes made thereto in compliance with the President/Executive Committee instructions. Also makes recommendations for changes to the tribal policies as needed.
4. Insures that each Tribal Program's operations and budget expenditures are in compliance with the respective Program's budget and guidelines.
5. Performs all duties associated with being a Personnel Manager, including the employment and evaluation of Program Administrators/Directors and other staff/personnel, in compliance with the Tribe's Personnel Policies and Procedures.
6. Researches Federal Register and other resources for the availability of funds and write proposals for funding, if, or as requested by the President/Executive Committee.

7. Oversees, insures, and evaluates status on all Program Administrator/Directors to carry out the completion of objectives and their respective budgets, in their program Grants and Contracts on a monthly basis.
8. Insures that all Program reports and financial statements are prepared and submitted on a timely basis and in compliance with reporting requirements.
9. Insures that all Program budget proposals and modifications are prepared and submitted on a timely basis and in compliance with grant/contract requirements.
10. Trains Program Administrators/Directors in developing, monitoring, and modifying their respective programs and budgets, if or when necessary.
11. Supervises program staff and implements personnel functions including program specific training, evaluating work performance, and disciplinary actions.
12. Represents the Tribe on an as needed basis and, when required to do so by the President/Executive Committee.
13. Acts as a Safety Officer and insures the safety of all personnel employed by the Tribe in accordance with OSHA Regulations.
14. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a Master's Degree in Business Administration, Business, or related field from an accredited College or University or a Bachelor's Degree in a related field with at least five (5) years of experience in the tribal administration, management of tribal government operations or business management. Experience and training in tribal management and/or a combination of education may be substituted. However, candidate must have completed at least three (3) years in Business Administration, Management, or related field in an accredited College or University. College Transcripts are required.
2. Have a working knowledge of contracts/grants, federal guidelines, program operations and requirements.
3. Knowledgeable in all areas of Personnel Management and possess the necessary skills and ability to work in areas of human relations.
4. Previous experience in writing proposals for funding and for the development of budgets.
5. Must have communication skills, both oral and written, to interact with people and Program Administrators/Directors, as well as officials, funding agencies, and other individuals regarding grant/contract, program, and personnel matters.

- 6. Be computer literate and able to operate software for letter processing and spreadsheets.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check, covid-19 rapid test and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. Indian Preference applies. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

_____	_____
EMPLOYEE	DATE
_____	_____
DEPARTMENT SUPERVISOR	DATE
_____	_____
CHIEF OPERATIONS OFFICER	DATE
_____	_____
HUMAN RESOURCES DEPARTMENT	DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.