

The Qagan Tayagungin Tribe is accepting applications for the following position:

EXECUTIVE DIRECTOR

**GENERAL DESCRIPTION:** This executive level position, under the general supervision of the President and the Tribal Council, is responsible for the administration of the short and long-range goals for the Qagan Tayagungin Tribe as established by the seven member Tribal Council. The Qagan Tayagungin Tribe is in Sand Point, Alaska, an Aleut commercial fishing community of approximately 900 residents and is located in the Shumagin Islands.

**EXAMPLES OF WORK:** Organizes and manages the operations of the tribal government. In conjunction with the Tribal Council, formulates and establishes overall tribal policies, priorities, perspectives and philosophies. Establishes various program objectives, goals and priorities. Determines operating policies and implementation methods within the context of overall policies and guidelines. Generates public and staff confidence, interest and participation in tribal programs and projects. Directs and motivates staff toward the accomplishment of program objectives. Also, functions as the Tribe's Transportation Planner.

**KNOWLEDGE, SKILLS AND ABILITIES:** Must have a demonstrated leadership and management skills and retain a high level of knowledge of the principles, techniques, and application of management including organization, planning, staffing, training, budgeting and reporting. Demonstrated knowledge of tribal government operations. Working knowledge of fiscal planning and management. Must possess ability to establish and maintain effective relationships with government officials, private industry representatives, professionals, staff and the public and ability to persuade and negotiate.

**EDUCATION AND EXPERIENCE:** Bachelors Degree or equivalent (experience may be counted in place of college education). Demonstrated knowledge and experience in accounting, budgeting, and grant management required. Demonstrated successful grant writing for non-profit agencies required.

Familiarity with Alaska Native cultures and traditions, particularly those specific to Aleuts and the Tribe preferred. Minimum 2 year's experience working with Native Village Governments preferred. Minimum 2 years professional business management experience required.

The Qagan Tayagungin Tribal Council reserves the right to consider all other relevant education and experience when determining qualifications for this position.

**LICENSES AND SPECIAL REQUIREMENTS:** A valid Alaska driver's license or the ability to obtain one within 90 days. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work.

**SALARY:** Negotiable depending on experience

**TO APPLY:** Applications are available at the Qagan Tayagun Tribal Office, Room 3 in the City Building. Submit resumes and/or applications to The Qagan Tayagungin Tribe, PO Box 447, Sand Point, AK 99661

Open until filled

Native Preference Will Be Given

Posted