

Position: Chief of Staff
Department: Office of Government
Supervisor: Business Committee
Supervises: All Program Directors
FLSA Status: Exempt

Position Summary:

To plan, direct, manage, oversee and review the overall activities and operations of the Sac and Fox Nation. To coordinate the Nations activities with other outside agencies and organizations; Assist in preparation of the nation's budget; administrative support to the Sac and Fox Nation Business Committee. The Chief of Staff is responsible to the Business Committee.

Duties and Responsibilities:

1. The Chief of Staff is responsible to the Business Committee for the administration of the headquarters office and for proper interpretation and fulfillment of all his/her functions, responsibilities, authority, and relationships. Serves as overall liaison to all program advisory committees. Maintains personal contacts with staff, the Business Committee, and the public to the greatest degree possible.
2. Directs supervises the work of the administrative support staff. Responsible for ongoing development and maintenance of the Sac and Fox Nation's management information system.
3. Plans, formulates, and recommends for the approval of the Business Committee policies and programs that will further the objects of the Sac and Fox Nation. Produces statistical reports, analyses, and exhibits for internal use by other management staff and the Business Committee, and for external reporting to federal, state, and local funding and regulatory agencies.
4. Executes all decisions of the Business Committee except when other assignment is specifically made by the Business Committee. Maintains the Sac and Fox Nation's administrative policy and procedures manual. Develops, for the purposes of day-to-day administration, specific policies, procedures, and programs to implement the general policies established by the Business Committee.
5. Assumes direct responsibility for personnel administration functions. Provides the necessary liaison and staff support to committee chairs and to committee members to enable them to properly perform their functions. Sees that committee decisions and recommendations are submitted, or by established policies.
6. Plans and executes communication to Sac and Fox Nation's clientele, including newsletter, general mailings, news releases, etc.
7. Establishes a sound organization structure for the Sac and Fox Nation's central office and administrative operations. Directs and coordinates approved programs, projects and major activities of the staff. Obtains maximum utilization of the staff by clearly defining duties, establishing performance standards, conducting performance reviews, and recommending competitive salary structure.
8. Act in the best interest of the Business Committee and the community.
9. Advise the Business Committee on the implications of different actions under consideration.
10. Develop, plan and implement a strategic plan that addresses the vision for the Business

- Committee of the Sac and Fox Nation; recommend and administer policies and procedures; research Business Committee requests regarding policy; prepare and submit recommendations.
11. Develop a well-trained management team of department heads able to respond quickly to the changing needs of the Nation.
 12. Assist in training, motivating and evaluating managerial personnel; Execute discipline and termination procedures when needed.
 13. Recommend to BC the hiring of Directors.
 14. Continuously monitor and evaluate the efficiency and effectiveness of the Nation's organizational structure, staffing patterns, service levels and administrative systems; implement continuous process improvements.
 15. Respond to citizen inquiries and resolve difficult and sensitive complaints; assign personnel to handle and resolve complaints in a timely manner; solve unique problems not solved at the department level, or not under any one department's jurisdictions, or have the potential to have considerable public impact.
 16. Develop processes that encourage citizen input into the decision-making process.
 17. Identify social, economic and technological trends at the federal, state and local level having the potential to affect what services the local government will provide and the way they will be provided, and plan accordingly in the Nation's best interest.
 18. Communicate with all employees about what the Nations' plans are for the future and the part they can play in accomplishing those plans; encourage the employees in each department to develop a vision and strategic plan for their future.
 19. Be flexible, able to look at issues from all sides, patient and professional in all circumstances when conducting the affairs of the SFN.
 20. Have a command of technology and its application to the affairs of Tribal government.
 21. Be a spokesperson for the tribal government, its policies and its programs.
 22. Preserve the financial integrity of the Nation.
 23. Develop and implement strategy to accomplish the Nations vision through consensus, team building and empowerment of the Nations employees and citizens.
 24. Performs other tasks that may be assigned by the Business Committee.

Knowledge, Skills & Abilities:

1. Considerable knowledge of management information systems.
2. Familiarity with the concepts and practices of personnel management.
3. Ability to express oneself clearly and effectively in oral and written form.
4. Knowledge of philosophy tribal programs and current concept on tribal initiatives. Knowledge of available public and private resources and service for the tribal members.
5. Knowledge of modern principles, methods, and techniques of administration and program planning.
6. Flexibility required in days and hours available for work, including weekends. Ability to work effectively as a member of a team. Ability to work independently and to supervise others.
7. Demonstrated leadership ability and the possession of tact, integrity, and common sense.
8. Written and verbal communication skills.
9. Knowledge and experience with applications of innovative business techniques.
10. Thorough knowledge of computers and use in municipal government operations.

11. Ability to gain consensus among diverse interest.
12. Ability to handle stressful situations between individuals and groups.
13. Ability to work long hours to meet unexpected deadlines.

Education and Experience:

1. Preferred Master’s Degree in Public Administration or related field.
2. Bachelor’s Degree in Business Administration, Social Work, Sociology, education or suitable education in these or closely related field and/or five (5) years’ work experience in administration, including three years in supervisory capacity.
3. Strong persuasive and presentation skills required.
4. Training/Experience with computers.

Requirements:

1. Must have a valid Oklahoma Driver’s License.
2. Must be insurable.
3. Must be able to pass a pre-employment drug screen, background check, and physical.
4. Ability to lift up to 20 pounds.
5. Ability to sit or stand for long periods of time.

Employee’s Signature Date

Supervisor’s Signature Date