

YUROK ECONOMIC DEVELOPMENT CORPORATION

Job Title:	YEDC Deputy Director			Job Code	Grade 10
Department	YEDC	Program Area		Location	KLAMATH
Reports To:	YEDC Executive Director			FLSA Status	Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range	\$94,161.60 to \$122,865.60				

POSITION SUMMARY:

With minimal supervision from the Yurok Economic Development Executive Director (ED) the incumbent will perform administrative duties for the operation of the Yurok Economic Development Corporation. This individual will handle a wide variety of complex and confidential situations and be responsible for time sensitive material. Incumbent will prepare routine correspondence including letters, memoranda, action items, and reports for the YEDC Director. This position requires the ability and/or experience to work on and complete multiple projects in an efficient and timely manner with little or no supervision.

DUTIES AND RESPONSIBILITIES:

1. Deputy Director to help in preparing for meetings with the Yurok Tribal Council, YEDC Board of Directors, Department Directors and other meetings as required. Deputy Director in preparing information packets for meetings, and provide reports to the ED, YEDC Board of Directors, and/or Tribal Council.
2. Responsible for assisting the ED in carrying out directives and transmitting information to other departments.
3. Reviews various reports, surveys and studies.
4. Work directly with the ED to **market, promote** and manage all YEDC businesses.
5. Assists in developing and/or writing grants to secure additional funds.
6. **Review accounting of all YEDC business activity reports and financial statements to determine progress and status of goals and objective. Prepare spreadsheets and graphs as needed.**
7. **Assist in the development of the yearly budget by ensuring information provided to the ED is correct and accurate.**
8. **Assist the ED in managing any and all grants and contracts to ensure compliance with regulations, goals, and objectives.**
9. Assist with public relations and collaborate with local businesses, civic organizations, educational institutions and other organizations, to develop high quality services that meet the needs and interests of the communities served.
10. Establish credibility throughout the organization by modeling consistent integrity.
11. Assist the ED with strategic planning on a wide range of economic projects.
12. Attend and represents the YEDC to the public through attendance at conference's, social, cultural, and community events.
13. Assist the ED in the preparation of Request for Bids (RFBs) and Request for Proposals (RFPs) or Request for Qualifications RFQs) following Federal and Tribal guideline for awards.

YUROK ECONOMIC DEVELOPMENT CORPORATION

14. Ensure compliance with Yurok Tribal Employments Rights Ordinance (TERO).
15. Ability to work closely with the Executive Director of YEDC. Team Player.
16. Assist in new or upcoming contracts regarding construction projects.
17. Assist in project planning for new construction projects.
18. Perform other duties as assigned by the Economic Development Director.

MINIMUM QUALIFICATIONS:

1. Experience in **marketing, tourism**, property management and economic development.
2. Knowledge and experience in retail business.
3. Ability to multi task concerning all YEDC businesses.
4. Well organized, self-directed, politically savvy and a team player.
5. Developed Computer skills working with Microsoft Office Suite.
6. **Ability to give oral presentations on complex financial subjects in a clear and concise manner.**
7. Knowledge of Tribal issues.
8. Experience working for a Tribal government
9. Understand Sovereign rights and sovereign immunity.
10. Understanding of organizational and employee management philosophies.
11. Energetic, forward thinking and creative with high ethical standards and an appropriate professional image.
12. Knowledge of YEDC goals and purpose of the Yurok Economic Development corporations and services.
13. Demonstrated ability to work with stakeholders and constituents from diverse cultures, and ethnic and socio-economic backgrounds.
14. Experience composing correspondence, reports and other information form notes and brief instruction
15. Ability to read and understand correspondence, governmental regulations, ordinances, resolutions, operating instructions and procedure manuals.
16. Ability to research and compile information for reports
17. Ability to meet tight deadlines while working in a challenging position.
18. Must have the knowledge of and use proper grammar and punctuation.

SUPERVISORY RESPONSIBILITIES:

1. As Deputy Director the incumbent will oversee with ED, **Marketing and Tourism**, Property Management and Economic Development projects.
2. **Oversee new construction projects.**
3. **Able to handle duties and responsibilities in the absence of the YEDC Executive Director.**

Incumbent performs the full range of supervisor duties and responsibilities. Plans work of subordinates based on priorities, nature or assignment, and capability of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction and guidance to subordinates on work matters. Develops departmental Staff Career development plans designed to improve the job related effectiveness of each departmental employee. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

YUOK ECONOMIC DEVELOPMENT CORPORATION

EDUCATION/EXPERIENCE:

Five (5) years of practical experience required, 5 years (5) preferred, in covering areas as follows: Marketing and Tourism, Property Management, Economic Development, Bookkeeping, and Retail Business Management.

OR

Bachelor of Arts or Bachelor of Science in Business management or related field and six (4) years of related business experience in Marketing and Tourism, Property Management, Economic Development, Bookkeeping, and Retail Business Management.

OR

Any combination of education and experience that provides the knowledge necessary to do the job which includes Marketing and Tourism, Property Management, Economic Development, Bookkeeping, and Retail Business Management.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
- The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.
- When necessary, must be able to lift 35 to 50 lbs.
- Must pass a comprehensive background check.
- Tribal Preference in accordance to the Yurok Tribe TERO policy.