

Chukchansi Insurance Inc.

49260 Chapel Hill / PO Box 2226

Oakhurst, Ca. 93644

(559) 412-5590

POSITION DESCRIPTION – Assistant Executive Officer

Reports To: CEO

Department: Administration

Salary Range: Negotiable, DOE

Summary & Scope of Position:

Under the CEO, The Assistant Executive Officer in training is responsible for learning and understanding the management of Chukchansi Insurance Inc. and functions that involve the federal, state, and local funding agencies. The Assistant Executive Officer in training will become familiar with programs, strategies and policies to generate revenue, and maintain day to day operations.

DUTIES AND RESPONSIBILITIES:

1. Learn and Understand the administrative functions of Chukchansi Insurance Inc. including Accounting, Human Resources, Plan Development, Staff Development, and Acquiring new accounts.
2. Learn and understand management of accounts in accordance with federal, state, and tribal guidelines in an efficient manner, meeting all obligations and requirements of contracts.
3. Establish goals and objectives and provide the leadership that ensures each department is being managed to meet and accomplish their goals and objectives. Maintain progress reports and assist departments to meet their objectives.
4. Provide consistent and on-going status reports of administrative and program accomplishments or issues that need to be addressed.
5. Learn and understand standard operating procedures, fiscal policies and management plans consistent with applicable laws governing the Picayune Rancheria.
6. Provide leadership that creates a positive work environment; facilitating conflict resolution and negotiations to create a win/win situation whenever possible.
7. Maintain an open line of communication with employees; treating employees with dignity and respect while ensuring that tribal regulations, policies and work objectives and project timelines are met.

8. Review, recommend necessary changes, provide training and ensure implementation and equal application of all laws and policies related to Employment, Drug-free Workplace, Sexual Harassment and other policies of the Picayune Rancheria.
9. Conduct professional and personal life in a manner that protects and promotes the values and laws of the Picayune Rancheria of Chukchansi Indians and enhances the reputation of the Tribe. Protect the Picayune Rancheria's assets.
10. Understand and review contracts, regulations, polices and Tribal Laws in the best interest of the tribe.

Additional Role:

Leadership

- Advocates / promotes organization and stakeholder change related to organization mission
- Supports motivation of employees in organization products/programs and operations

Visionary / information Bearer

- Ensures staff has sufficient and up-to-date information
- Looks to the future for change opportunities
- Interfaces between organization and community

Decision Maker

- Formulates policies and planning recommendations to the CEO
- Decides and guides courses of action in operations by staff

Manager

- Learns to oversee operations of organization
- Learns to manage human resources of organization
- Learns to manage financial and physical resources

Corporate Development

- Learn to expand business of Corporation.
- Learn to develop opportunities to increase revenues.
- Oversee new developments.

Program, Product and Service Delivery

Learns to oversee design, marketing, promotion, delivery and quality of programs, products and services

Financial, Tax, Risk and Facilities Management

Learn to prepare budget for Board approval according to general accepted practices, current laws and regulations.

Human Resource Management

Learn to effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations

Community and Public Relations

Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.

QUALIFICATIONS:

1. Bachelor's Degree in Business Administration, Public Administration or equivalent experience required.
2. Must have a minimum of 5 years of previous successful supervisory experience in management.
 - Developing and implementing strategic organizational and departmental plans for establishing and meeting goals and objectives
 - Budget development, implementation, monitoring and cost containment measures; evaluation of financial statements
 - Effective communication - both oral and written
 - Ability to work effectively with people from a wide variety of backgrounds and a diverse population
 - Demonstrated, successful leadership skills including the ability to interact in a positive manner, with all people in the organization.
 - Ability to analyze, reason and make sound decisions is required.
3. Knowledge of tribal communities and specifically Chukchansi history is required
4. A valid drivers license, transportation and insurance is required.
5. Must pass a background security check and must pass a drug screen test.
6. Chukchansi Tribal Preference Applies.

(Signature)

(Date)