

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Self-Governance Officer
Department: Administration
Reports To: Chief Executive Officer
FLSA Status: Exempt, Full Time
Prepared By: Jacque Hostler-Carmesin, CEO
Prepared Date: February 1, 2022
Approved By: Garth Sundberg, Tribal Chairman

Summary:

Under the direction of the Chief Executive Officer (CEO), Executive Manager and the Tribal Chairman, the Self-Governance Officer's (SGO) primary responsibility is to assist the CEO and the Tribal Chairman to coordinate, communicate and represent the Tribe as needed regarding governance issues of importance including policy, advocacy, public relations / public affairs, and conducting research. The SGO shall also develop and maintain strategic relationships with community leaders, elected officials, and other internal and external stakeholders among Tribal, Federal, State and Local governments. At times, the SGO will represent the Tribe in meetings with or without the CEO, Tribal Chairman, and Tribal Council. The SGO will assist the CEO, Tribal Chairman and Trinidad Rancheria in formal and informal Government to Government Consultations and negotiations. The SGO will be asked to review consultation policies from outside agencies and to finalize an internal Consultation Policy specific to Trinidad Rancheria. The job duties will also include drafting letters, policies, completing reviews, attending meetings and drafting reports, and reporting on legislative current affairs within federal, state, tribal, and local arenas.

The Essential Duties and Responsibilities:

Effectively represent the tribe's interests before Federal, State, Tribal, and Local elected officials and other stakeholders as required. Communicate with elected officials in a professional, informed manner with respect to issues affecting the tribe and work to foster positive community relations between the tribe and the general public.

Work closely and under the supervision of the CEO, take direction, and follow goals and objectives set by the Tribal Council, CEO, Executive Manager, and prioritize communication and reporting and follow ups from all meetings.

Track and analyze Federal, State, and Local legislative and regulatory activities impacting tribal interests, and monitor / review policies, regulations, and guidelines concerning tribal government. As needed, research appropriate, work related information, including governance, legislation, and other Tribal issues. Prepare written reports and recommendations based upon such research.

As requested, attend seminars, conferences, trainings and/or committee meetings and report information to CEO. Also, the SGO will need to be available to travel to tribal, local, regional and national meetings and events to represent and advocate for the Tribe as requested. Travel and work outside standard working hours will be required. Prepare written reports, research, and recommendations based upon meetings attended.

Analyze data and present ideas and information effectively in the form of reports and or presentations, both internally and externally. Prepares documents, correspondence, mail, email, and faxes, which may be of a sensitive or confidential nature.

Engage in Government to Government Consultation as requested including meeting scheduling, preparation for meetings, and follow ups as needed between meetings. Continue to develop Consultation Policy and Procedures in coordination with CEO.

Professional Responsibilities:

The employee's primary duty must be the performance of the work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment. The advanced knowledge must be in a field of science or learning and must be customarily acquired by a prolonged course of specialized intellectual instruction.

Competencies:

To perform the job successfully; an individual should demonstrate the following competencies:

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication - Writes clearly and informatively; Expresses and demonstrates professional business writing skills, Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Judgment - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's Degree and/ or five years related governmental experience and or training, Experience in Tribal Government upper management, knowledge of lobbying, legislative experience in local, state, and federal arenas.

Language Skills:

Ability to read, analyze and interpret documents, professional journals or governmental regulations. Ability to write routine reports and correspondence. Ability to speak effectively before groups and to efficiently present information and respond to questions from the Tribal Council, stakeholders or the general public.

Mathematical Skills:

Ability to understand and apply mathematical concepts such as probability and statistical inference and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to interpret and analyze financial data and budget.

Reasoning Ability:

Ability to solve practical problems and to deal with a variety of situations where only limited standardizations exists. Ability to interpret various instructions in verbal or written form. A welcoming disposition with the ability to work with a wide variety of socioeconomic and cultural backgrounds.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations:

Current valid California Driver License and be insurable.

Other Skills and Abilities:

Knowledge of tribes, tribal organizations, governmental agencies, universities, and other groups.

Must maintain strict confidentiality.

Dress appropriately.

Must pass pre-employment drug test.

Native American Preference.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work Environment is usually moderate.

Signature_____

Date_____