

# Five Sandoval Indian Pueblos, Inc.

## Position Classification and Description



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**Position Title:** Executive Director  
**Classification:** Exempt  
**Department:** Administration  
**Supervisor:** Chairman/Governing Board  
**Grade:** E9

### **Position Summary:**

FSIP, Inc. purpose is to strengthen and improve the social and economic status of its member tribes through various programs and offerings. The Executive Director plans, directs, coordinates, implements and monitors activities of the organization to insure compliance with policies, directives, goals and objectives set by the Governing Board and funding agencies. Provides overall direction in all phases of organizational planning, personnel management, fiscal control, program operations, staff supervision and program monitoring/evaluation. Is responsible for the effective management of all organizational programs and program operations. Works directly with the Governing Board in carrying out goals and objectives and keeping the Board well informed of organizational status and progress. Is chief negotiator and represents the organization for all official business.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Governing Board
  - Keeps the chairman and/or the Governing Board informed of operations and progress on a regular basis through mailed documents, personal visits and reports at regular monthly Governing Board meetings.
  - Ensures execution of all decisions and directives of the Governing Board and sees that official requests receive a timely response.
  - Works with the Chairman and Vice-Chairman in establishing a proposed agenda for Governing Board meetings.
  - Assures the performance of the organizational secretarial function for the corporation; including handling of official board correspondence, recording minutes of meetings, preparing and issuing notification of meetings, maintaining custody of all Board documents and corporate records and mail, recording of attendance of Board members, and other duties as delegated by the Governing Board Secretary.
- Planning/Program Development
  - Leads the organization in developing new and innovative services to achieve the mission and vision through opportunities for new business development, new revenue development strategies, and new partnerships/collaborations.
  - Directs or delegates the performance of overall planning functions for the organization according to the planning process established by the Governing Board; works directly

- with the Board delegated committees in the assessment of needs, development of goals, setting of priorities and formulation of plans for the organization
- According to the Board's long range goals and priorities, the Executive Director sets up 6 month goals and operating plans for administration to follow, communicates these goals and plans to staff and directs staff to implement plans.
- Program Management/Local Coordination
  - Establishes and oversees the execution of reporting procedures that systematically collect information on a monthly basis from all programs and departments to be used for the Executive Director's report to the board.
  - Responsible for establishing, monitoring and controlling evaluation procedures and assuring evaluation of all programs administered by FSIP Inc. on an annual basis.
- Grants/Contracts Management
  - Responsible for establishing, monitoring and controlling procedures for program expenditures and program reporting in compliance with all grants, contracts and federal and state requirements.
- Personnel Management/Supervision
  - Oversees, supervises and evaluates all Department Directors and Fiscal Officer in implementing departmental functions, programs, processes, services and activities in accordance/compliance with internal and external policies, procedures regulations, standards and guidelines.
  - Exercises personnel authority as set by the personnel policies. Approves and signs all personnel actions, including hiring, promotions, suspensions, discharges and compensation rates.
  - Directs the overall compliance of the personnel system by coordinating and requiring staff cooperation with uniform supervisory practices.
  - Conducts annual performance evaluations of subordinates.
- Fiscal
  - Negotiates or reviews, along with Fiscal Officer, in consultation with other appropriate personnel, all negotiable leases, contracts and other agreements between FSIP, Inc. and a second party. Signs or cosigns and executes such leases and contracts according to authority delegated by the Governing Board.
  - Oversees annual independent audit of all program accounts, analyzes administrative costs, develops the indirect cost budget and proposal, negotiates the indirect cost rate, monitors and controls expenses charged to indirect costs.
  - Ensures that appropriate risk management policies, procedures, plans and mechanisms of protection are in place, seeking legal, fiscal and other specialized guidance as appropriate.
- Internal Operations
  - Establishes administrative and programmatic functional units or departments, assigns responsibility and delegates authority to the respective departments.
  - Identifies deficiencies in administrative policy and recommends new or revised policies and procedures.

- Makes decisions and sets procedures for the execution of routing, duplicating and filing of all incoming mail or documents directed to the Chairman or the Executive Director's office.
- External Information and Liaison
  - Attends conferences, meetings and workshops at the discretion of the Governing Board that relate to the organization's programs and policies and do not interfere with the organization's political responsibilities. Represents the organization on official business in a professional manner with other agencies.
  - Develops and assures the implementation of an effective overall public information and public relations program concerning the organization and its activities.
  - Analyzes incoming information on major national, state and local level developments affecting the interests and programs of the organization; recommends specific actions or positions to be taken by FSIP and/or its member tribes in relation to these developments. Follows up on actions or positions taken.
- Other Duties
  - Performs other duties and directives as assigned/delegated by the Chairman and/or Governing Board.

**Minimum Qualifications:**

Master's Degree in Public Administration, Business Administration, Public Health Administration, or related field with 5 years senior executive level management and supervisory experience in a not-for-profit, healthcare, or related organization. Considerable knowledge of fiscal and fund balance accounting, federal grants and contracts, with its procurement and reporting principles. Strong technical proposal writing skills, strong written and verbal communication and demonstrated organizational leadership skills and experience with non-profit organizations highly desirable. Highly desirable experience also includes experience with Native American non-profit organizations and the provision of culturally appropriate services to Native American populations. Must possess a valid driver's license and be insurable through the organization's insurance carrier. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation including motor vehicle record check.

Indian preference will be applied per organizational policies.

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Human Resources Director Date

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Chairman, Governing Board Date  
Five Sandoval Indian Pueblos, Inc