

**SITKA TRIBE OF ALASKA
JOB DESCRIPTION**

JOB TITLE: Tannery Manager

Exempt:	Yes	Salary:	\$40,000-60,000
Benefits:	Yes	Hours:	8:00am to 4:30 pm
Department:	Tannery	Reports To:	STE Director
Prepared By:	STE Director	Approved By:	General Manager

I. SUMMARY

The Tannery Manager is an exempt position responsible for the overall management and operation of the Sitka Tribal Tannery and direct supervision of all tannery employees. The Manager is responsible for generating profits through optimized production, while maintaining quality, and customer satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Administrative

- Supervise tannery employees and ensures the work environment is safe.
- Schedule work and employees to optimize production.
- Maintain needed permits and licenses and understand and fulfill any and all permit requirements (logbooks, reports, etc.)
- Maintain regular customer business hours TBD
- Ensure intake of hides is consistent with all laws and regulation and applicable permits
- Ensure quality process for hide tanning
- Ensure on premises hide tracking
- Ensure quality control
- Produce timely issuance of finished good invoices
- Package and mail completed orders.
- Process cash, credit card, COD transactions submit to STE Administration for deposits and enter data into customer base.
- Interact with other employees and customers in a polite, professional and courteous manner.
- Participate as requested in the Sitka Tribe's Sitka Marine Mammal Commission meetings
- Promote tannery sales and services by participating in updating the tannery brochure and website design as well as attending large venues such as AFN, Celebration, etc.
- Order, install and maintain equipment (contracting for assistance as necessary) and order supplies as necessary to keep the tannery clean and stocked to maintain production.
- Hold regular staff meetings of the Tannery Department and attend STA all-staff meetings.
- Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.
- Provide monthly written reports for the Director to update to the Sitka Tribal Council detailing activities during the reporting period
- Other duties as assigned by direct supervisor.

Production

- Learn the tanning process in a timely and efficient manner (fleshing, turning, shaving, tanning, drumming, and finishing hides) and be willing to do any of the tanning steps when the need/time requires.

II. MINIMUM QUALIFICATIONS

Education and Work Experience

- High School Graduate with no less that 4 yrs experience managing people and having primary responsibility for operating a business.

PREFERRED EXPERIENCE

- Bachelors or master’s degree in business or related field, and 2 years’ experience business management experience
- Previous tanning, tannery or production facility experience
- Previous experience developing and implementing sales and marketing plans
- Previous work with native artists or native art

Knowledge, Skills and Abilities

- Ability to supervise people
- Ability to manage a production facility
- Ability to tan hides or learn and implement the tribes tanning process
- Ability to define problems, seek/identify sources of information, establishes facts and draw valid conclusions.
- Ability to track and reconcile orders and payments
- Knowledge and experience with cash and credit card transactions
- Intermediate computer experience (Microsoft Word, Excel, etc.)
- Excellent written and oral communication skills and ability to keep supervisor informed remotely
- Ability to handle multiple tasks and work under short timeframes.
- Ability to work independently.

Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.
- Has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual’s immediate supervisor.

Drug and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska’s Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug/alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

APPROVED:



Lisa Gassman, General Manager 6/6/18 Date

RECEIVED:



Anne Davis, Administrative Services Director 6/15/18 Date

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