

Sitka Tribe of Alaska
Job Description
SENIOR DIRECTOR OF ORGANIZATIONAL DEVELOPMENT

Exempt: Yes	Salary Range: Grade 13 (\$51.04 - \$58.43)
Benefits: Yes	Department: Administration
Hours: 8:00 a.m. - 4:30 p.m.	Reports to: General Manager
Prepared by: General Manager	Approved: June 1, 2023

I. SUMMARY:

The position of Senior Director of Organizational Development has an organizational-wide scope. This position focuses on Strategic Planning and Implementation, Training, Needs Assessment, and organizational development. This position will work with the General Manager, directors, and other leaders in collaboration with the GM or individually as needed. To successfully execute the job, must adequately perform all duties and responsibilities below.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Responsibilities:

- **Strategic Planning.** Engage with executive leadership on designated projects in collaboration with internal and external partners, including but not limited to
 - Strategic planning and plan implementation
 - Develop performance measures to assess outcomes and impacts – develop metrics and dashboard related to strategic plan.
 - Work with the GM and DGM to support the strategic direction, align department activities to strategic plan(s). Work with directors to build data collection and evaluation into program design from the beginning, with an eye to continuous improvement.
 - Support departments in performance improvement activities, and recommend changes in policies, procedures and processes.
 - Partner with all levels of leadership and management to develop and lead the evaluation of STA’s progress toward its goals as defined by leadership, reviewing challenges, barriers, successes, and opportunities.
 - Work with GM, DGM on developing a new Strategic Plan when the current plan expires ensuring Tribal citizen feedback/input is obtained.
- **Training.** Recommend strategies for organizational change to promote and manage growth, increase innovation, and assure effectiveness while empowering STA employees. Develop organizational capacity that encourages all employees to be collaborative, innovative, respectful, accountable, trustworthy, and community-minded leaders through formal training, coaching, mediation and modeling.
- **Needs Assessment.** Work with leaders across the organization to identify issues, facilitate dialogue, and build agreement and readiness for necessary change to best serve the needs and wants of our citizens. This includes facilitating with outside

consultants to complete a periodic general needs assessment (every three years – the next one in 2024) and more targeted assessment of specific needs. After the needs assessment and strategic planning, work with management and staff to design programs to meet the needs and implement those programs.

- **Grants Administration.** Work with administration on grants administration and implementation of eCivis program. Facilitate quarterly Grant meetings with Directors, Finance, GM and DGM.
- **Committee Responsibilities:** Coordinate Project Team, Implementation Team and all staff strategic planning meetings. Serves as a committee member on any other STA Committees as required by ordinance and/or at the request of the GM.

Meetings, STA Reporting, Professional Conduct, and Other

- Responsible for planning and directing regular all staff meetings in collaboration with GM and DGM.
- Responsible for planning and directing all staff trainings as mandated by ordinances, regulations or policies. This includes but is not limited to Signs and Symptoms of Drug and Alcohol use, supervisory and management training, budget training etc...
- Keeps the General Manager informed concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems. Set up meetings with GM and DGM bi-weekly.
- Participate in bi-weekly department director meetings, monthly Tribal Council meeting, monthly finance meetings with Directors and the GM, Council strategic planning retreats, etc.
- Participates and requires department participation 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 activities (parade), and other all-staff events that arise throughout the year.
- Prepare quarterly reports related to strategic planning for inclusion in the Tribal Council meeting packet the month following quarter end.
- Prepares report to be included in the Annual Report.
- Responds to questions or requests for information in a professional, courteous, and timely manner
- Maintains confidentiality at all times.
- Other duties as assigned by the General Manager

III. MINIMUM QUALIFICATIONS:

Education and Experience

- Bachelor's degree in public administration, Business Administration, or a similar field
- Five years of experience working for a Tribe or Tribal Organization

Preferred

- Master's Degree in public administration, Business Administration or other higher education beyond a bachelor's degree
 - Five years of experience supervising staff
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Knowledge, Skills and Abilities

- Knowledge of strategic planning and organizational development
- Cultural competence with the indigenous peoples of Southeast Alaska
- Excellent written and oral communication skills.
- Ability to communicate well with others, both orally and/or in writing, using both technical and non-technical language
- Ability to:
 - facilitate, large collaborative meetings
 - balance competing priorities to achieve goals and work under pressure
 - work independently with minimal guidance, take initiative and work as a team player

IV. Additional

A. 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.

- No individual may fill this position who has been convicted of any crime involving a sexual offense.

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.

B. Drug and Alcohol-Free Workplace

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.

V. TRIBAL PREFERENCE

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.