Sitka Tribe of Alaska
Job Description
CULTURE AND ACADEMIC RESOURCES DIRECTOR

Exempt:	Yes	**Grade:**	15
Department:	CAR	**Hours:**	8:00 a.m. -4:30 p.m.
Reports to:	General Manager	**Effective Date:**	August 1, 2026
Prepared by:	Human Resources Manager	**Approved by:**	General Manager

I. SUMMARY

The Cultural and Academic Resources (CAR) Director plans, organizes, directs, and supervises and is responsible for all of the programs and activities of the CAR department. Current programs consist of but are not limited to: Adult Cultural Education Programs, Education/Cultural Financial Assistance programs, Education and Community Programs, Community activities and events, and the archive program. This position has administrative responsibilities for the Cultural Resources Committee and Education Committee. This position reports directly to the General Manager and directly supervises the Manager positions within the department and indirectly supervises the other staff positions.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

- Supervise staff, including conducting regular evaluations and ensuring that the STA Handbook and other policies and procedures are followed. Coordinate with staff to ensure that appropriate training, as opportunities and funding for such are available, is pursued by staff. Manage weekly staff meetings
- Work with the GM, DGM Tribal Attorney, and appropriate Directors to develop, review, and revise policies and procedures for existing and new programs and services as need arises
- Manage and/or assist staff in managing existing Departmental compact-funded programs and program budgets. Responsible for monitoring all CAR budgets, including Self-Governance compact and grant funds, and any other funding sources

B. General Duties

- Responsible for researching and writing grant proposals for additional funds as needed. Manage and/or work with the Department's program managers to oversee grant-funded programs. Ensure grant reporting requirements are met (in

coordination with the Finance Department), spending occurs on schedule, and that grant goals are being met.

- Work with staff to prepare and submit annual strategic planning documents to the GM to be incorporated into the Council's annual strategic implementation plan. Review this plan with the Department quarterly and prepare and submit bi-annual (mid-year and end-of-the-year) progress reports to the GM.
- Implement action plans on an annual basis that bring the department closer to meeting the goals and objectives set in the Tribal Council's strategic plan specific to the CAR department.
- Responsible for providing staff support to the Cultural Resources Committee and Education & Scholarship Committee.
    - Set up regular meetings of the committee and reserve meeting room space (meeting room calendar on Google).
    - Work with the Chair of the Committee to draft the agenda for the meeting and prepare the meeting packet. After the meeting, prepare the minutes of the meeting. Templates are available for use for the agenda and minutes.
    - Complete any items approved by the Committees. i.e., draft any letters, forward items requiring Council approval to Tribal Council Liaison for inclusion in the next Tribal Council packet.
- Coordinate Tribal positions on cultural and education resource issues, including prioritizing projects to be addressed
- Respond to questions/comments in a courteous and timely manner

C. Meetings, STA Reporting, and Professional Conduct

- Attend bi-weekly Director meetings, bi-weekly meetings with the GM, monthly Tribal Council meetings, any Council meeting where the department has an item on the agenda, and quarterly grant review meetings with the Administration staff
- Attend other meetings as scheduled or requested by the GM
- Attend STA all-staff meetings and events which may occur after hours or on weekends, including but not limited to the Annual Picnic, Annual Meeting, Native American Heritage Month, and other all-staff events that arise throughout the year
- Hold regular staff meetings for CAR department staff

- Submit weekly updates (as appropriate) on activities to appear in the Tribal Weekly update that goes to the Council and staff
- Be responsive to requests for information for the CAR report to appear in the Tribe's Annual report
- Represent the Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal, and local governments, public agencies, Tribal Citizens, the public, and the media
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner
- Perform other duties as assigned

III. MINIMUM REQUIREMENTS

A. Education

- Bachelor's Degree in a relevant field

OR

- High School Diploma or GED and four or more years' experience in a related field

B. Experience

- Two years of experience in public administration or a position similar to the director at STA
- Experience managing budgets above $500,000 annually
- Two (2) years' experience supervising staff

C. Additional Requirements

D. Knowledge, Skills and Abilities

- Excellent organizational skills, writing and editing skills
- Strong facilitation skills with a broad cross-section of people
- Ability to prepare and manage budgets
- Ability to work independently with minimal guidance, take initiative, work as a team player, and manage multiple tasks
- Ability to use Microsoft Word, Excel, and Access with proficiency
- Ability to balance competing priorities to achieve goals and work under pressure
- Ability to comply with confidentiality requirements

- In previous employment, demonstrated ability to be a reliable worker (show up on time and be consistent with the required work schedule)

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of the Native Community in Sitka
- Previous experience working for a Tribal government

V. PREFERENCE

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

VI. 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, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense,
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence,
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness,
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child,

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 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.