The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 11/03/26
CLOSE: 11/18/26

EXEMPT _X___
NON-EXEMPT ____

POSITION DESCRIPTION

POSITION: **Deputy Chief Executive Officer (Deputy CEO)**

RESPONSIBLE TO: Chief Executive Officer

SALARY: Step Range: 48-67; Annual/Full Benefits
Salary Range: $121,416 - $212,904
Hourly Range: $58.37 - $102.36

CLASSIFICATION: Professional/Management, Regular, Full-Time

LOCATION:
The Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR. 97624

BACKGROUND: Executive Package

POSITION OBJECTIVES

The Klamath Tribes are a federally recognized sovereign government. Tribal Administration delivers services to Tribal members through programs funded by Tribal revenue and by federal and state awards administered under the Indian Self-Determination and Education Assistance Act (P.L. 93-638), 2 CFR Part 200, and the terms of each award. Under the direction of the Tribal Council and the General Council, the Chief Executive Officer is responsible for the operation of Tribal Administration.

The Deputy Chief Executive Officer manages, directs, and monitors the day-to-day operations of Tribal Administration in compliance with Tribal, Federal, and other applicable requirements, so that the Chief Executive Officer can concentrate on the Tribal Council, the General Council, the membership, and the Tribes' external relationships. The Deputy CEO provides operational leadership to the Division Directors, translates Tribal Council policy and directives into action,

and is accountable for the production, timeliness, and quality of the work of the divisions. The Deputy CEO acts for the CEO in the CEO's absence as designated in writing.

MAJOR DUTIES AND RESPONSIBILITIES

Strategic Thinking:

1. **Vision.** In partnership with the CEO and the Tribal Council, develops recommendations for short- and long-term objectives for Tribal Administration. Implements strategies and meets the objectives of the Tribal Council-adopted Strategic Plan and the Council's written directives.
2. **Program Development.** Responsible for planning, implementing, and evaluating Tribal Administration programs in meeting the needs of the Tribal community while implementing Tribal Council policy and the mission of The Klamath Tribes.

Planning and Deliverables:

3. **Oversight and Supervision.** Provides direct oversight and supervision of the Division Directors of Tribal Administration — Administrative Services, Natural Resources, Member and Community Services, Education, and Employment, Public Safety and Justice, and Economic and Housing Partnerships (or as the Tribal Council's adopted organizational chart provides) — to ensure that each develops an annual work plan, carries out assigned tasks, complies with the provisions of every grant, contract, regulation and law that applies to its programs, and follows the policy and planning directives of the Tribal Council.
4. **Production and Clarity.** Establishes for each division a short list of measurable deliverables, due dates, and the named person responsible; tracks them on a single operations dashboard; reports status to the CEO weekly and to the Tribal Council as the CEO directs. Ensures that every program report, drawdown request, financial report, and grant deliverable is submitted on time, and that delinquencies are escalated the day they are identified.
5. **Grants and Compliance.** With the Grants and Budget Office and the Finance function (whether staffed internally or by a contracted firm), ensures that federal and state awards are administered in compliance with 2 CFR Part 200, the Indian Self-Determination and Education Assistance Act, the Native American Housing Assistance and Self-Determination Act where applicable, and award terms; that a single master grant tracker is maintained; that drawdowns are supported by documented expenditures; and that single-audit findings and corrective action plans are completed on schedule.
6. **Leadership.** Provides coordination and overall management of Tribal Administration programs, including technical and administrative support to Division Directors and Program Managers to institute improvements that ensure effectiveness and efficiency in the delivery of services to Tribal members. Reviews operating results, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.

7. **Reporting.** Keeps the CEO, Division Directors, and Management Team updated on the status of Tribal projects, programs, and any issues, concerns, and accomplishments of Tribal staff. Prepares the operational content of the CEO's monthly written report to the Tribal Council (Directive 2026-005) and the weekly report required during the Financial State of Emergency. Ensures that legislation, regulations, funding opportunities, and other matters that may affect Tribal operations are monitored and reported.
8. **Legal Compliance.** Ensures compliance with legal requirements including, but not limited to, the Tribal Constitution, Tribal ordinances and policies, the Personnel Policies and Procedures Manual, the Procurement Policy, the Privacy Act, confidentiality of member and employee records, and Federal, State, and applicable laws and regulations.
9. **Emergency Preparedness.** Ready, willing, and able to assume a preparedness role in the event of a Tribal public health, natural, or man-made disaster, as described in The Klamath Tribes Emergency Operations Plan.

People Management:

10. **Personnel Administration.** Develops, for day-to-day administration, specific division operating policies and procedures in accordance with the Personnel Policies and Procedures Manual of The Klamath Tribes. Ensures that position descriptions are current and match the duties actually performed, that performance evaluations are completed on schedule, and that performance improvement plans are administered with scheduled reviews. Implements staff development activities and training.
11. **Positive Work Environment.** Maintains a professional demeanor. Practices and promotes an approach that ensures open communication and accountability throughout the workplace. Creates a spirit of teamwork that is the basis for employees' individual and group efforts. Champions and sets an example for ethical, professional behavior in the workplace.

Change Management/Innovation:

12. **Organizational Structure.** In collaboration with the CEO, implements and maintains the organizational structure of Tribal Administration adopted by the Tribal Council to ensure effective delivery of services, and recommends revisions. Reports to the Tribal Council, through the CEO, any proposed structural change; changes with budget ramifications require Tribal Council approval before implementation. The structure must make efficient use of all human and financial resources, integrate programs and services, provide effective coordination, and avoid duplication.
13. **Process Improvement.** Leads the implementation of the corrective actions, policies, and standard operating procedures adopted under Resolution 2026-065 and the Tribal Council's directives, including the Financial Management Manual, the delegation-of-authority matrix, and the transition of day-to-day financial functions to and from a contracted firm.

Communication:

14. **Community Relations.** Works with the Tribal Council and other Tribal or community organizations to ensure that current services are needed and used by Tribal members.
15. **Communication.** Keeps employees and the Tribal public informed of management policies and program goals. Responds to and resolves questions, inquiries, and complaints from members and staff. Develops and maintains good rapport and a cooperative working relationship with the Tribal Council, the Management Team, Tribal enterprises and entities (including Klamath Tribal Health & Family Services, Klamath Tribes Housing, the Klamath Tribes Economic Development Corporation, and the Gaming enterprise), and staff.

Persuasion/Influencing:

16. **Facilitate Meetings.** Facilitates or attends required meetings of the Tribal Council, Division Directors, Management Team, and other standing or ad hoc groups as assigned by the CEO.
17. **Coordination of Services.** Encourages Tribal Administration programs and the Tribes' other entities to coordinate through effective communication and cooperation on joint projects and program service delivery.

Financial:

18. **Financial Management.** In collaboration with the CEO and the Finance function, oversees the formulation of division budgets and the accounting for program revenues and expenditures within the divisions. Monitors budget-to-actual results, indirect cost recovery, and cash position reports as they affect operations, and escalates variances. Exercises signature and approval authority only as set out in the Tribal Council-approved delegation-of-authority matrix.
19. **Grant Management.** With the Grants and Budget Office, is accountable to the CEO and the Tribal Council for ensuring the accurate, complete, and timely submission of reports to all federal and state grantors, including financial reports, performance reports, forecasts, and budgets. Executes such contracts, grants, and commitments as may be authorized by the Tribal Council or by established policy, and negotiates, executes, signs, and modifies grant and contract documents only as approved by the Tribal Council and within the delegation matrix.

20. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The CEO outlines the overall program objectives and priorities, time limits, and the financial and personnel resources available. The employee plans and schedules recurring work, handles

problems, and completes work using own initiative, exercising judgment according to previous training, experience, and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies, and procedures. The Deputy CEO supervises the Division Directors and, through them, the Program Managers and staff of Tribal Administration.

KNOWLEDGE, SKILLS, ABILITIES

- Demonstrated leadership skills and ability. Ability to communicate the mission, vision, values, goals, and objectives throughout the entire organization.
- Cultural competence; ability to work effectively with the Klamath Tribal community as well as a diverse workforce.
- Expert communication ability: technical writing skills, public speaking ability, facilitation and team-building ability, interpersonal skills.
- Ability to develop and maintain effective working relationships with the governing body, Tribal, federal, state, regional, and local agencies, community leaders, and the Tribal community at large.
- Strong initiative, decision-making, and problem-solving ability.
- Knowledge of: the Indian Self-Determination and Education Assistance Act and P.L. 93-638 contracts and compacts; 2 CFR Part 200 (Uniform Guidance), including allowable costs, cash management, procurement standards, and the single audit; indirect cost proposals and negotiated rates; governmental accounting principles (GASB); employment law; Tribal sovereignty and the Tribal Constitution; and the regulatory environment of Tribal programs (e.g., BIA, IHS, HUD/NAHASDA, DOJ, HHS, USDA, Bureau of Reclamation, Oregon state agencies).
- Expert knowledge of public-sector or Tribal government operations and management best practices, including integration of compliance, budgeting, and service delivery across the organization. Ability to analyze, interpret, and communicate financial and operational measures.
- Ability to manage through subordinate directors and managers and multidisciplinary program and support staff.
- Knowledge of information systems and technology standards; strong computer literacy, including financial management systems, grant management systems, and modern office applications.
- Knowledge of modern principles, methods, and techniques of administration and program planning.
- Tact necessary to deal effectively with Tribal members, elected officials, funders, and employees.
- Good judgment with the ability to make timely and sound decisions.

- Ability to appropriately maintain confidentiality of member, personnel, and financial records.
- Meet dress code standards; maintain neat and clean professional appearance.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a bachelor's degree in public administration, business administration, finance, accounting, or a closely related field. (Must submit a copy of diploma or transcripts with application.)

- **REQUIRED** to have ten (10) or more years of progressively responsible administrative and leadership experience, including at least seven (7) years directing multiple departments or programs in a Tribal government, a government, or a comparable organization.
- **REQUIRED** to have demonstrated experience administering federal awards under 2 CFR Part 200 and/or the Indian Self-Determination and Education Assistance Act, including grant reporting, drawdowns, and audit corrective action.

- **REQUIRED** to have supervised directors or managers who themselves supervised staff. Five (5) years of direct supervisory experience.

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.)*

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.

Preferred Qualifications:

- Master's degree in public administration, business administration, finance, or a related field.
- Experience in a Tribal government of comparable size and funding mix, including self-governance compacts and NAHASDA.
- Experience leading an organization through a financial corrective action plan or audit remediation.
- Positive working experience with Native Americans in a related field will be given preference.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**