



The Klamath Tribes

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

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OPEN: 01/16/26
CLOSE: 02/13/26

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: CHIEF EXECUTIVE OFFICER

RESPONSIBLE TO: Full elected body of The Klamath Tribes: Tribal Council

SALARY: Step Range: 63 - 82; Annual/Full Benefits
Salary Range: \$182,662 - \$320,298
Hourly Range: \$87.82 - \$153.99

CLASSIFICATION: Professional/Management, Regular, Full-Time

LOCATION: Klamath Tribal Administration Office
501 Chiloquin Blvd
Chiloquin, Oregon 97624

BACKGROUND: Executive Package

POSITION OBJECTIVES

The Klamath Tribes governing body (the Klamath Tribal Council) shall select and appoint the Chief Executive Officer (CEO) who will manage, direct, and monitor day-to-day operations to ensure compliance with Tribal and applicable Tribal and Federal policies, procedures and regulations. The Administration Chief Executive Officer (CEO) will provide strategic leadership and will translate Tribal Council policy into action in accordance with the mission, vision, values of the Tribe.

The Administration Chief Executive Officer (CEO) will be responsible for the overall planning, execution, forecasting, and evaluation of The Klamath Tribes Administration programs and services. The Administration Chief Executive Officer will maintain Tribal goals and objectives through the delivery of Human Service programs to Klamath Tribal Members.

It is the CEO's responsibility to maintain the highest service level possible within the staffing and financial limits of The Klamath Tribes Administration budget.

MAJOR DUTIES AND RESPONSIBILITIES

1. **Vision.** In partnership with Tribal Council, the CEO is responsible for developing recommendations for short and long-term objectives. Implement strategies and meet the objectives of the Tribal Council adopted Strategic Plan.
2. **Innovation.** Seek new ways of providing services to Tribal Members utilizing innovative approaches to service delivery. Work with Directors to develop recommendations to be presented to Tribal Council for consideration for implementation and gain approval from Tribal Council of potential projects, including the need for financing and scope of projects.
3. **Financial Management.** Identify funding resources for improving Tribal programs and services, including the financing of capital projects and Tribal enterprises. Responsible for overseeing the formulation of budgets and accounting for all revenues and expenditures. Authorize annual program operation budgets; including forecasted revenues and expenditures, allocate and monitor funds for investment(s) and reserves.
4. **Legal Compliance.** Ensure compliance with legal requirements including, but not limited to, Tribal, Federal and applicable laws and regulations. Achieve compliance with applicable regulatory and funding agency requirements.
5. **Operational Budgets and Capital Expenditures.** Approve and recommend Tribal Council approval for Tribal Administration budgets, operatives and capital improvement projects. Offer guidance on matters of program, budget, and legal responsibility. Maintain compliance with Tribal, Federal, grant funding agency requirements, and other applicable regulations.
6. **Organizational Structure.** Establish and revise the organizational structure of Tribal Administration to ensure effective delivery of services. Report to the Tribal Council any structural changes. If such structural changes have budget ramifications and require additional funding, the Chief Executive Officer shall be required to obtain the approval of Tribal Council prior to implementing such changes. The organization structure must make efficient use of all human and financial resources, integrate programs and services, provide effective coordination and avoid duplication.
7. **Grant Preparation, Submission and Monitoring.** Oversee the preparation, submission, negotiation, implementation, and monitoring of contracts, grants, and cooperative agreements that support The Klamath Tribes Administrative programs and the ability to achieve their goals and objectives.

8. **Grant Management.** Execute contracts, grants, and commitments as may be authorized by the Tribal Council, or by established policies. Negotiate, execute, sign, and modify grant and contract documents which enhance programs, activities and functions as approved by the Tribal Council.
9. **Grant Reporting.** Accountable to Tribal Council, public and private funding sources for Administration funds. Ensure the accurate, complete, and timely submission of reports to all required federal and state grantors, financial reports, forecasts, and budgets.
10. **Program Development and Expansion.** Oversee the development and management of all Tribal programs, and construction of Tribal facilities. Responsible for planning, implementing, and evaluating Klamath Tribal Administration service programs to meet the needs of the Tribal community while implementing Tribal Council approved strategic plan and the mission of The Klamath Tribes.
11. **Program Service Evaluation.** Coordinate the development, continuous evaluation, and revision of short and long-term objectives to meet the parameters of the Tribal Council adopted Strategic Plan. Review organizational operations for adherence to established policies and relevance to the changing needs of the Tribe and Tribal members, and provide recommended amendments to the Tribal Council for consideration and adoption. Responsible for updating, implementing, and evaluating operational policies and procedures based upon regulatory requirements, and general policies and mandates adopted/issued by the Tribal Council to meet the needs of the Tribal Community.
12. **Leadership.** Provide coordination and overall management of Administration programs; which includes providing technical and administrative support to program directors to institute improvements that ensure effectiveness and efficiency in the delivery of services to Tribal members. Review operating results of the organization, compare them to established objectives and take steps to ensure that the appropriate measures are taken to correct unsatisfactory results.
13. **Positive Work Environment.** Maintain a professional demeanor. Practice and promote an approach that ensures open communication and accountability throughout the workplace. Create a spirit of teamwork that is the basis for employees' individual and group efforts. Champion and set an example for ethical and professional behavior in the workplace.
14. **Guidance.** Provide leadership and support to department directors in order to implement improvements to provide effective services that meet the needs of Tribal members and employees. Dispense advice and provide guidance, direction and authorization to carry out major plans and procedures consistent with established policies and Tribal Council approval. Comply with organizational policies regarding ethical business practices.

15. **Oversight and Supervision.** Provide oversight and supervision of individual Tribal Administration departments and/or programs to ensure departments are developing appropriate work plans and carrying out assigned tasks, complying with relevant contract provisions, regulations and laws; and following the policy and long-term planning directives of the Tribal Council.
16. **Communication.** Keep employees and the Tribal public informed of management policies and program goals. Respond to and resolve questions, inquires, and complaints from Tribal members and staff. Develop and maintain good rapport and a cooperative working relationship with Tribal Council and staff.
17. **Community Relations.** Work with Tribal Council and other Tribal or community organizations to ensure that current services are needed and utilized by Klamath Tribal Administration Services' target population. Ensure the Tribal community is apprised of policies and program changes/updates. Respond to and resolve Tribal Member concerns.
18. **Employee Relations.** Keep employees apprised of policies and program changes/updates. Oversee and provide guidance on personnel matters in accordance with The Klamath Tribes Personnel Policies & Procedures Manual, Tribal laws, other applicable Tribal policies, and applicable Federal laws and guidelines. Respond to and resolve staff concerns.
19. **Coordination of Services.** Support joint cooperation and communication between Tribal Administration and other Tribal entities to coordinate and prevent duplication of services, promote the safety of employees and Tribal members, and implement joint projects. Encourage Klamath Tribal Administration and Klamath Tribal Health & Family Services programs to coordinate through effective communication and cooperation on joint projects and/or program service delivery.
20. **Facilities/Property Management.** Ensure maintenance of physical properties in good and safe state of repair and operation. Ensure compliance with building, health, and inspections or other safety practices. Oversee the construction of Tribal Facilities.
21. **Emergency Preparedness.** Assume preparedness role as defined in the Emergency Operations Plan in the event of a disaster effecting the Tribal organization. This includes support as described in The Klamath Tribes Emergency Operations Plan and the KTHFS Emergency Preparedness Plan.
22. **Travel.** Represent The Klamath Tribes at various meetings/gathering, as assigned by Tribal Council.
23. **Tribal Government Support.** Provide support services to the Tribal Government including the General Council, Tribal Council and Tribal Committees, as directed.

24. **Reporting.** Keep the Tribal Council, Program Directors and Management Team updated on the status of Tribal projects, programs, and any issues, concerns, and accomplishments of Tribal Administration staff. Ensure that legislation, regulations, initiatives, and other matters that may impact Tribal interests and operations are monitored and reported to the Tribal Council. Provide monthly administrative, financial, and program status reports to the Tribal Council and reports to the General Council, as directed by Tribal Council.
25. **Other duties.** 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 Tribal Council outlines overall objectives in accordance with policy and identifies limitations such as those imposed by budgeting, special areas of sensitivity, etc. The Chief Executive Officer selects techniques, methods, and procedures for accomplishing assignments, keeping the supervisor/Tribal Council informed of developments. Issues of concern may involve controversial and/or sensitive social, political, environmental, legal or social problems.

The Chief Executive Officer's analyses, recommendations, and suggestions must be technically correct and consistent with overall policies and the attainment of Tribal program management targets and objectives.

KNOWLEDGE, SKILLS, ABILITIES

Ability to promote the Klamath Tribes' mission, vision, values, goals and objectives in order to establish unity amongst staff. Must be able to provide constructive assistance in the resolution of interpersonal or interdepartmental misunderstandings, conflicts, etc.

Knowledge and understanding of the meaning and significance of Indian Treaties, Federal Trust responsibilities, Tribal-State relations, Tribal Self-Determination and Sovereignty with the ability to work harmoniously with the Klamath Tribal community and workforce.

Professional knowledge of management concepts, principles, and practices applicable to the full range of duties and administrative activities concerned with the management of Tribal administration.

Ability to make management decisions requiring independent judgment and identify issues that require Tribal Government attention.

Knowledge of accessing Federal and State programs and resources available to meet the socioeconomic needs of Tribes and their members.

Ability to communicate clearly and effectively with staff, Tribal Members, Tribal Government Officials, Federal, State and Local Government Officials and the general public, both orally and in writing.

Ability to effectively supervise staff, utilize progressive disciplinary procedures, and define and delegate responsibilities.

Knowledge of the Federal budget process, specifically of the BIA and ability to direct budget analysis, preparation, and management.

Ability to guide the Tribes' governing body in the formulation of policy decisions; provide necessary background information and propose alternative solutions.

Knowledge of the distinction and correlation between Tribal Government and Tribal Administration and possess the ability to work with Tribal Council to mitigate conflicts that may arise.

Ability to appropriately maintain the highest level of confidentiality.

Ability to establish effective and efficient working relationships with Tribal Council, Tribal Staff, Tribal Members and Federal, State and Community Leaders.

Expert communication skills, both orally and written; technical writing skills, public speaking ability, facilitation and team building ability, interpersonal skills.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED:** Master's Degree in Business Administration (MBA), in Public Administration, Business Administration, or related field. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have ten (10) or more years in Tribal Administration Management at a Director level or above.
- **REQUIRED** to have a minimum of five (5) years of supervisory experience providing direct supervision to ten or more employees.

- **REQUIRED** experience must show demonstrated knowledge/skill in grant and contract management; fiscal and program management; budget preparation, analysis, and control; and Tribal P.L. 93-638 programs.
- **REQUIRED** to have demonstrated knowledge of basic accounting principles and reporting.
- **REQUIRED** to have experience with the Federal Budget and Tribal Budget process.
- **REQUIRED** to have demonstrated knowledge, skills, and abilities relevant to the duties of the position.
- **REQUIRED** to have demonstrated knowledge of organizational development and planning.
- **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.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Preference will be given to candidates with the required Tribal management experience with a strong track record, specifically in a position(s) that entailed the exercising of overall Tribal government administration and multi-program responsibility and authority.

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)