

Position: Self Governance Specialist
Department: Office of Self-Governance
Supervisor: Self-Governance Director
Supervises: Not a Supervisor Position
FLSA Status: Non-Exempt

Position Summary:

Under direct supervision of the Self-Governance Director the Self-Governance Specialist will assist in the coordination of all activities as they relate to planning, organization, and implementation of the Nation's Self-Governance initiatives. This position will be responsible for the establishment and the maintenance of all records, files, contract information, modifications, correspondence, reports and documents as they relate to self-governance. Provide administrative support to the department director including research, communications, and coordination of programs or services, personnel, record keeping and inventory management.

Duties and Responsibilities:

- Assists in the planning and coordination of activities designed to ensure work plan goals and objectives are being met in a timely manner on all self-governance programs.
- Assists in preparation of the Self-Governance Communication and Education workshops.
- Assists the director in developing and typing, correspondence, reports, memorandums, budgets, proposals, meeting agendas, brochures, news releases and articles and other items that relate to self-governance.
- Assists the Director in the coordination and management preparations for negotiating the Self Governance Funding Agreements and Compacts.
- Assists in the preparation of Congressional and legislation documents as required for the implementation of self-governance initiatives for the Nation.
- Assists the Director in the development and analysis of budgets and budget modifications, program performance evaluations, and estimates of needs. Provides advice and technical assistance with cost analysis, fiscal allocation and budget preparation.
- Responsible for all self-governance documents, correspondence and files. Establishes and maintains all databases for the purpose of maintaining statistical data, funding, and trend analysis, etc.
- Maintains tracking system and calendar with regard to due dates and activities that relate to self-governance.
- Operates duplicating equipment, collate materials, binding. Screens calls, takes messages and greets the public as necessary.
- Performs other job duties as assigned.

Knowledge, Skills, and Abilities:

- Must be able to work independently with minimal amount of supervision.
- Demonstrated ability to work with and communicate with the public.
- Knowledge of computer, computer software such as Word, Excel, etc.

- Extensive knowledge of communications skills, office management practices, and preparation of written correspondence.
- Knowledge of governmental accounting principles and practices.
- Ability to compile and analyze financial data.
- Ability to establish and maintain effective work relationships with supervisory personnel, co-workers, the media, representatives from all levels of government and the general public.
- Excellent oral and written communication, as well as good listening skills.
- Type 55 wpm.
- Able to review information presented and develop creative solutions.
- Knowledge of administrative and clerical procedures.
- Possess a valid Oklahoma State driver's license and must be insurable.

Education and Experience:

- A Bachelor's Degree in a Business and/or Accounting, or other related field is preferred. An equivalent combination of work experience and/or education may be substituted for the required education.
- Two (2) year experience in compacting, contract and grant administration or oversight responsibilities related to compliance and deliverable requirements with regard to Self-Governance. Knowledge of rules, regulations, legislation, policies, procedures and laws that govern the Indian Self-Determination Education Assistance (ISDEAA), as they pertain to Self-Governance. Experience in working within the tribal government structure is preferred.

Employee's Signature	Date
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Supervisor's Signature	Date
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