

TRIBAL JOB'S

Position: General Manager
Supervisor: Tribal Council
Salary: TL 14 (\$60,000 to \$65,000)
Location: Siletz, Oregon

Position Summary:

As the executive officer for the Siletz Tribe, the General Manager reports directly to the Siletz Tribal Council, and directs the day to day operations of Tribal Governments programs, services and enterprises. Broad areas of responsibility include the management of fiscal operations, economic development, resources, contracts and grants, and personnel. This position is also responsible for establishing and maintaining effective relationships with other agencies and the general public.

Minimum Qualifications:

Bachelor's degree, preferably in public or business administration, and at least five years of business management/supervisory experience in a Tribal government and/or business organization; -OR- two years successful college coursework, preferably in public or business administration, and eight years business management/supervisory experience in a Tribal government and/or business organization.

General Responsibilities:

- Within specific time frames develop and monitor long and short term program and financial plans, to reach Tribal goals and objectives for human and natural resources, and economic development.
- Develop and monitor organizational policies, practices, and structures that will enable Tribal government to achieve its goals and objectives.
- Develop and manage annual budgets for Tribal government operations, capital improvements, and economic development, to include maintenance of adequate financial and program recordkeeping, and reporting systems.
- Maintain sufficient levels of personnel direction, supervision, training, and compensation to attract and retain capable personnel and to support Tribal employees in carrying out their tasks.
- Establish long and short range goals for Tribal programs.
- Obtain and monitor contracts and grants that will enable Tribal government to achieve its goals and objectives.
- Ability to identify work that others should perform, to delegate responsibilities appropriately, and to assure that delegated tasks are carried out satisfactorily.
- Maintain effective working relationships among employees, Tribal members, and officials within Tribal government and outside interests.
- Identify and obtain funding resources for improving Tribal government services and for financing capital projects and Tribal enterprises.
- Identify and help eliminate administrative barriers in Tribal government operations.
- Develop and manage the implementation of Tribal enterprises and construction of Tribal facilities.
- Articulate Tribal policies and advocate Tribal goals and objectives as set by the Tribal Council, both inside and outside the Siletz Tribe.
- Other duties as assigned.

Relationships:

The G.M. is accountable to the Tribal Council for the operations of tribal government. The G.M. works closely with the Tribal Council and its members, and attends all Tribal Council meetings. Indirectly oversees the work of all Tribal employees. The G.M. also works closely with the Bureau of Indian Affairs' Siletz Agency, and other tribal entities.

Performance measures:

As soon as possible after reporting to work, the G.M. will present the Tribal Council with a draft work plan which describes the principal objectives for the G.M. for the first six month period and the first year of employment. After consultation with the G.M., the Tribal Council will adopt the work plan with such modification as it deems appropriate.

The Tribal Council will review the G.M.'s job performance after a six month probation period. This review will evaluate how well tribal government is functioning under the G.M.'s leadership by focusing on the G.M.'s responsibilities for planning, organizational management, personnel management, financial management, resource management and program evaluation. The Tribal Council will carry out the review with the G.M. during an executive session.

If the Tribal Council identifies any deficiencies in Tribal operations or sets new objectives for tribal government, it will direct the G.M. to develop written modifications, including specific time frames, to address these areas. These revised plans will be reviewed and approved by the Tribal Council. The Tribal Council will conduct subsequent performance evaluations as outlined in the Personnel Manual.

Compensation:

The salary of the G.M. will be set by the Tribal Council, and he/she will participate in benefits offered to all Tribal employees.

Indian Preference:

The Siletz Tribe encourages the employment of qualified Tribal members and Indians of other Tribes in Tribal government positions through an Indian Preference policy. This policy will be followed throughout the recruitment process for the G.M.

Desired Characteristics:

Strong personal commitment to furthering the Siletz Tribe's ability to maintain its cultural identity, political autonomy, and economic self-sufficiency.

Demonstrated understanding of the principles of federal Indian law, including sovereignty, the federal trust responsibility, tribal-state relations, and tribal self determination.

Demonstrated knowledge of the program and budget operations.

Knowledge of federal and state programs available to serve the education, housing, health, employment, and social service needs of Tribal members.

Willingness to listen to the ideas and opinions of others as part of the decision-making process.

Ability to analyze complex technical reports and data, like construction drawings, timber harvest forecasts, economic and fiscal studies, or federal regulations and policies; ability to explain such technical information to laymen.

Ability to communicate clearly, both orally and in writing.

Ability to develop and direct innovative tribal programs and services that meet the needs of tribal members.

Ability to assist small groups and task forces in their deliberations.

Ability to make independent judgments about matters that require managerial action and to identify and communicate policy questions that require Tribal Council direction.

Ability to help Tribal Council formulate its policy decisions by providing necessary background information and by proposing alternative solutions.

POSITION: Environmental Planner
LOCATION: Confederated Tribes of Siletz Indians
 Natural Resources Department

SALARY: \$29,138 annually
SUPERVISOR: Natural Resources Manager

Position Title: Health Educator
Supervision: Medical Officer
Location: Siletz Community Health Clinic,
 Siletz, Oregon
Salary: \$35,253 annually

POSITION TITLE: CHS Technician II
LOCATION: Confederated Tribes of Siletz, Siletz Oregon
SALARY: \$21,433 annually
SUPERVISOR: CHS Administrator

POSITION: Natural Resources Clerk
LOCATION: Confederated Tribes of Siletz Indians,
 Siletz, Oregon
SALARY: \$19,229 Annually
SUPERVISOR: Natural Resources Manager

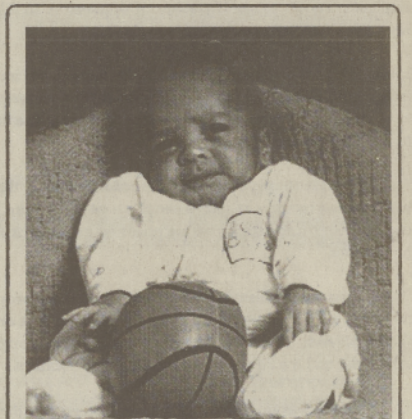
June 29, 1997
 Siletz Tribal Council
 Dear Elected Officials,

I have two concerns that I would like to address. First, is the displaced employee issue over the four tribal members working at STEDCO. According to the Tribe's recently approved Personnel Manual the Chief Executive Officer may initiate or approve employee job transfers from one job to another, or from one location to another if certain conditions are met. I believe the four tribal members who are facing termination notice do meet the transfer conditions as set forth in the Tribe's Personnel Manual. Why then are these people not being transferred in to vacant positions for which they are qualified? The positions I am referring to are the General Manager, Forestry Technician, Natural Resources Clerk, Education Enhancement Project Coordinator, and/or Gaming Commissioner positions. As Tribal Council members it is your sworn duty to carry out, faithfully and impartially, the duties of office and to cooperate, promote, and protect the best interests of your tribe. By not following policy the message you are sending to me is one of total lack of concern and extreme prejudice towards tribal members, or more specific certain tribal members. It is shocking and disheartening to see these tribal members treated so unfairly when you have the opportunity and authority to place each one of them within the tribal organization.

Secondly, what exactly is the financial status of the entire tribal organization, including Chinook Winds? Tribal members, myself included, are hearing a lot of rumors' none of which sound very encouraging. I believe the time has come for the tribal membership to be informed of the Tribe's true financial status good, bad, or indifferent. If the outlook is truly as bleak as it sounds what short-term and long-term plan is Council working on to remedy this misfortune?

Tribal Council members you are ultimately responsible for the future of the Siletz Tribe. The voting tribal membership has entrusted you with our future both personally and professionally. Quite frankly, we have to grow beyond the image of playground bully and stop with the personal attacks and personal vendettas. It is a shame that so much precious time and energy are wasted through this kind of behavior when the Tribe is facing such crucial times. It is in my own best interest to support only those tribal candidates who are seriously concerned and committed to the security and future of the Siletz tribal membership as a whole. Candidates who are open minded enough to put aside their own personal and family differences to work side by side to insure peace and harmony, and a prosperous future for the generations that follow. I would encourage family and friends to support the same.

Respectfully,
 Darlene Marie Carkhuff
 P.O. Box 126
 Siletz, OR 97380
 Tribal Roll # 179



Quincy and Tacey Casey would like to announce the arrival of their son Devonte Jordan Casey. He was born March 19, 1997 in Corvallis, Oregon. The grandparents are Pam Payne and the late Dan Payne of Siletz, Or. Espernetta Casey and the late Harvey Casey of Merced, California. Great grandparent is Madge Mason of Siletz, Or.