



Gwichyaa Zhee Gwich'in Tribal Government

(Formerly known as the Native Village of Fort Yukon, IRA)

P.O. Box 126 3rd & Alder Road

Fort Yukon, AK 99740

Phone: (907) 662-2581 or 1-800-478-6839

Fax: (907) 662-2222 Website: www.fortyukon.org

Position Opening

JOB TITLE: Relocation/Managed Retreat/Protect (RMP) Coordinator

JOB DESCRIPTION: Under the supervision of the Executive Director, the RMP Coordinator is responsible for all aspects of the community development in the managed retreat and relocation of the community. Primarily responsible for developing, proposing, and implementing projects. Maintains frequent contact with elected and appointed officials. Prioritize and plan cultural, governmental, natural resources, health, transportation, housing, and relocation for the Tribal community.

SUPERVISORY REQUIREMENTS: This job has supervisory responsibilities.

RESPONSIBILITIES:

- Facilitate and support Tribal leadership in identifying opportunities, initiatives, and potential partners to further community development.
- Implementation of master planning, engineering designs, and construction operations involved in new infrastructure and/or reinforcement of current critical infrastructure, shoreline stabilization, assist with activities that may involve excavation, backfill, or other activities associated with heavy equipment.
- Develop and update Tribal and community development profiles.
- Develop partnerships with appropriate state, local, and federal agencies.
- Establish and maintains cooperative working relationships with outside agencies, businesses, and municipal developers providing overall project coordination.
- Thorough knowledge of the principles and practices of civil engineering as applied to land development and infrastructure management.
- Ability to plan, lay out and direct the work of subordinates.
- Ability to inspect projects for compliance with ordinance and code provisions.
- Ability to perform difficult engineering computations and to make thorough recommendations on engineering problems and planning.
- Include planning and promoting economic development in coordination with Tribal enterprises and neighboring municipalities.
- Prepare, or assist in preparation, proposals for funding to support community development, planning, or other related programs.
- Promote Tribal interests to support and expand Tribal services and/or governmental function opportunities.
- Attend regional, state, and national meetings and conferences on community and Tribal development planning.
- Develop and maintain community and regional networks to enhance Tribal government services and service delivery to Tribal members.
- Serve as liaison to external governments, consulting firms, and other entities to support improvements in Tribal services and government operations.

- Monitor current budgets and work with Chief Financial Officer, Tribal administration, bookkeepers, and/or budget coordinators, as well as any Community Development Staff to develop fiscal budgets.
- Other Duties as Assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK EXPERIENCE: Possess exceptional writing and editorial skills with the ability to communicate the goals and aims of the Tribe to outside funding sources in a manner that invites successful funding of agency requests. Maintain a high level of activity without daily supervision to develop project plans and consistently meet deadlines. Aptitude to develop creative approaches to insure that affected agency projects can be developed which also meets requirements of funding sources. Strong analytical skills and attention to detail are required. Must have the ability to work and write professionally in a deadline-driven environment. Significant experience in Tribal Government, program management, and compliance with Federal grant requirements. Knowledge and sensitivity and ability to communicate effectively with staff, Council, Federal, outside agencies, Tribal officials, Native Americans and non-Indians. Knowledge of Tribal government, infrastructure, ordinances, laws and policies.

COMPUTER SKILLS: Proficiency in Microsoft Office applications required. Knowledge of GIS mapping, design and engineer programs, Adobe, and other related applications is preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions is required; Ability to work with mathematical concepts such as probability and statistical inference is preferred.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs workflows and procedures.

Project Management – Develops project plans. Coordinates projects. Communicates changes and progress. Completes projects on time and budget. Manages project team activities.

Technical Skills – Assesses own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.

Interpersonal Skills – Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.

Written Communication – Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Present numerical data effectively. Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities. Exhibits objectivity and openness to others’ views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone’s efforts to succeed.

Cost Consciousness – Works within approved budget. Develops and implements cost savings measures. Contributes to profit and revenue. Conserves organizational resources.

Planning/Organizing – Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Organizes or schedules other people and their tasks. Develops realistic action plans.

Professionalism – Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

Dependability – Follows instructions, responds to management direction. Takes responsibility insure that affected agency projects can be developed which also meets requirements of funding Americans and non-Indians. Knowledge of Tribal government, infrastructure, ordinances, laws and

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job within a Tribal government. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary: DOE
Hours: 8 hours per day
Schedule: Monday – Friday
Post Date: August 16, 2023
Closes: OPEN UNTIL FILLED

Under the authority of PL 93-638, Indian preference shall be given to the applicant(s) who meet the minimum qualifications. Experience in working for or with an Indian Tribal organization is preferred. As a federal contractor, Native Village of Fort Yukon is required to show compliance with the Drug Free Workplace Act of 1988. Native Village of Fort Yukon has initiated and maintains a Drug and Alcohol policy which includes a pre-employment screening and random testing periodically.

Applications are available at the Tribal Office or at www.fortyukon.org. Complete applications can be submitted to Education/Employment Director at the Tribal Office (907)662-2581

