

**ALAMO NAVAJO SCHOOL BOARD, INC.  
POSITION DESCRIPTION**

**TITLE:** Chief Executive Officer    **EMPLOYMENT TERM:** 12 months  
**DIVISION:** Administration    **DEPARTMENT:** Administration  
**EXEMPT/NON-EXEMPT:** Exempt    **FUNDING SOURCE:** Indirect

**QUALIFICATIONS:**

- Master's Degree in Public Administration, Business Administration, Public Health Administration or Education Administration.
- At least ten years of experience in Education, Business Administration or Health Administration or closely related field.
- Strong supervisory experience and oversight of three or more programs at one time.
- Proven successful leadership experience as a Chief Executive Officer, Chief Administration Officer or similar leadership position in any two of the following types or programs: Indian Health, Indian Community Development, Indian Education or Indian Tribally Operated program under P. L. 93-638 or P.L. 100-297
- Good working knowledge of BIA contract/grant administration requirements and procedures; and similar requirements for the US DHHS Indian Health Services and/or US Dept of Labor, and/or U.S. Department of Education.
- Good working knowledge of the legal and business obligations of an employer.
- Demonstrable knowledge of Federal, State, and Navajo Nation regulations and requirements including Navajo Nation Employment Laws.
- Excellent experience in preparing and presenting budgetary reports and program analyses to a Board of Trustees or a similarly elected body of officials.
- Experience in advocating and interacting with Executive, Legislative, and Judicial Branches of Government.
- Strong written and oral communication skills.
- Ability to use Microsoft Word and Excel to prepare reports and spreadsheets.

**INDIAN PREFERENCE:** Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

**SUPERVISED BY:** Board of Trustees

**SUPERVISES:** The ANSB Chief Executive Officer (CEO) is a full-time professional administrator responsible for administration of all ANSB programs and personnel. The CEO supervises all Directors, Facility Manager, and Administrative Specialist.

**PAY RANGE:** Grade U on the General Salary Scale

**WORKING HOURS:** Normal working Hours: 8 a.m. to 5 p.m. Fully expected to fulfill job responsibilities irrespective of hours worked. Exercises some discretion in scheduling work time to accommodate for these responsibilities. Must be willing to travel, and remain overnight, in performance of duties.

**LUNCH HOUR:** Flexible

**POSITION GOAL:** To administer the ANSB, Inc., organizations which include the Administration, Health Center, Early Childhood, K-12 School, Community Services and other programs and is the fiscal agent on behalf of the Alamo Navajo School Board, Inc. To maximize and advance all program services and to train local community members to achieve competency in their areas of employment. To listen and address community concerns. To oversee community infrastructure such as roads, water, and economic development opportunities.

**ALAMO NAVAJO SCHOOL BOARD, INC.  
POSITION DESCRIPTION**

**DUTIES & RESPONSIBILITIES:**

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo Schools Board, Inc. Policies and Procedures, Boards Articles of Incorporation and By-laws, and applicable Navajo Nation regulations and laws.
2. Represents Alamo Navajo School Board, Inc. in a manner reflecting professionalism and which enhances community understanding of the program.
3. Protects the confidentiality of students, clients, & personnel information.
4. Maintains a high personal standard of professional and ethical conduct. Accepts professional responsibility for keeping informed on current educational topics and advancements.
5. Takes a leadership role with the Board by providing for professionally prepared Board training, timely information and clearly described options as needed to facilitate informed Board decision making.
  - a) Maintains own knowledge of and keeps the Board informed regarding, current local, regional and national developments, problem, and issues impacting ANSB programs, and of any needed local policy development.
  - b) Prepares, or secures, and presents appropriate professional reports, recommendations and advice regarding such issues impacting ANSB programs, and of any needed.
  - c) Formulates internal policy, procedures, and management systems for Board consideration that will accomplish Board goals and objectives legally, efficiently and harmoniously.
  - d) Accepts and implements final decisions and policies of the Board. Reports results as appropriate. Exercise the power to act where no policy exists, subject to review by the Board.
  - e) Assures consistent logistical support (meeting and travel arrangement; agendas; hospitality; and follow up documentation such as minutes, signature, and correspondence; etc.) for the Board.
6. Aggressively seeks to secure and/or to augment both recurring base funding and additional (or supplementary) resources, and supporting facilities, as necessary to carry out programs, services, goals, and objective:
  - a) Signs any bonds, contracts, or other instruments or agreements on behalf of the corporation in furthering the purposes of the corporation. Note: This authority is given to the Executive Director in ANSB By-Laws.
  - b) Takes leadership in long range planning and development of effective programs and approaches to meet the needs of ANSB clients; and
  - c) In consultation with the Board, assures the development of effective proposal documents for initial or continuing funding of these ANSB, Inc. programs and projects.
  - d) Where possible negotiates with funding sources for any additional resources and/or facilities necessary to carry out proposed projects and programs; making realistic commitments in return for realistic support.
  - e) Works with existing funding agencies to relieve needless limitations on use of resources and facilities to meet Board objectives.
7. Maintains and updates a network of resources regarding current administrative initiatives and development within various funding agencies which could adversely impact ANSB programs; and also maintains up-to-date information on legislative and appropriations issues and initiatives which may affect these programs.
8. Actively monitors developments in the such area as:
  - a) The overall adequacy of agency funding for the Indian programs and program administration which ANSB, Inc. carries out at the local level; and
  - b) The overall adequacy of agency funding for facility operation & maintenance, development and constructions, in support of these programs, and

**ALAMO NAVAJO SCHOOL BOARD, INC.**  
**POSITION DESCRIPTION**

- c) Funding agency attempts to dictate emphases or content for ANSB programs, contrary to that established by the Board; and
  - d) Similar Indian control and local Community control issues.
10. Acts as an advocate on such issues:
- a) Potential allies in Tribal, State, area, regional, and national Indian organizations; and
  - b) Funding agency, Congressional and State Legislative hearings; and
  - c) Funding agency field task forces and work groups,
11. Develops, implements, improves, and oversees the operation of administrative systems for the management of programs and resources.
12. Manages existing fiscal resources for the programs and projects funded, assuring adequate cash flow to prevent interruptions of programs and services, and assuring investment of cash resources, where feasible, to protect additional resources for program use.
13. Assures that funding agency requirements for program, fiscal, personnel, and property management and record keeping; reporting; and other necessary management activities; are met in a manner which meets all applicable Audit standards and requirements.
14. Controls the use and condition of existing facilities and equipment for the greatest long-term benefit.
15. Assures consistent implementation of all approved program or project activities, including:
- a) Recruiting and selecting personnel capable of administering these activities;
  - b) Assuring consistent, equitable leadership and management of such personnel;
  - c) Assuring appropriate training of such personnel in the obligations of the funding agencies and clients' populations, and applicable requirements of law and regulation.
  - d) Monitoring the accomplishment of program or project objectives and goals and compliance with law, regulations, and grant or contract obligations.
  - e) Evaluating and consistently seeking to improve program performance and results over time.
  - f) Coordinating the related activities of all Divisions and administration.
16. Immediate supervisor for all Division Directors, and acting as general supervisor for all program managers and secondary supervisors within each Division.
17. Represents the Board and its program to outside agencies such as Federal, State, Tribal, and local governmental official, clients, the Alamo Chapter, the media, and members of the general public, in a manner which reflects credit to ANSB Inc. and enhances understanding of both the limitations and accomplishment of ANSB Inc. Such representation includes regular attendance at and participation in meeting of the Association of Navajo Community Controlled School Boards, and membership on the Board of Trustee of the Native American Schools Health and Welfare Trust.
18. Relates and interacts with colleagues, supervisors, other school staff, students, parents and community members in a professional manner.
19. Prepares reports, written plans and documents as directed.
20. Provides for own professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job.
21. Performs other duties as may be assigned by the Board of Trustees.

**SPECIAL CONDITIONS:**

Position is subject by law to fingerprinting and a criminal/character background investigation.

**ALAMO NAVAJO SCHOOL BOARD, INC.  
POSITION DESCRIPTION**

**EVALUATION:** Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

**BOARD APPROVED: 2/2017**

**CERTIFICATION**

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate."

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date