



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Tribal Enterprise General Manager

Directs, manages and coordinates activities of tribal enterprise units, such as operations, services and sales. Responsible for managing multiple governmental and enterprise units. Prepares business plans, reports, and sets budgets. Aids NVE Executive Director in profit projections, makes recommendations for policy and procedure to maximize profit margins. Directly involved in marketing and advertising units either personally or through delegation.

This position exercises wide latitude in determining objectives and approaches to critical assignments

Team: Executive

Reports to: Executive Director

Salary Status: Exempt from Overtime

Salary Range: DOE

Schedule: Full Time, Regular

Last Revised: August 2017

Responsibilities/Duties

- Work with Executive Director to set annual objectives for each enterprise unit.
- Provides oversight of all enterprise units.
- Sends progress and informational reports to Executive Director.
- Develops budgets and ensures units' adherence to the budget.
- Produce cost analysis and create pricing structures accordingly.
- Perform cost analysis annually.
- Review enterprise unit staffing plan and work with Executive Director on changes.
- Participate in developing policies and procedures.
- Ensures all units operate within NVE brand and direction.
- Manage direct reports.
- Determine enterprise staff salary brackets.
- Attend and preside over meetings.
- Manage and direct overall operations of designated governmental and enterprise units.
- Set goals for each enterprise unit.
- Clearly communicate goals to enterprise managers.
- Work with Finance and Executive directors to measure the success of each unit.
- Delegate responsibility.
- Generate and present reports on departmental goals and progress.
- Participate in seminars and conferences to promote units.
- Motivate and encourage employees.
- Participate in business development.
- Ensure high customer and client satisfaction.
- Solicit customer feedback.
- Ensure inventory is stocked and consistently replenished.



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- Promote company's mission and values.
- Other duties as assigned.

Knowledge and Abilities

- Business Acumen
- Communication Proficiency
- Problem solving/analysis
- Project management
- Strategic thinking
- Marketing
- Research regulations for variety of diverse units
- Knowledge of rural Alaska business atmosphere
- Working knowledge of marine environments and vessels
- Working knowledge of facility maintenance and regulations

Minimum Qualifications

Bachelor's degree in business management or equivalent; five years' related experience or training; or equivalent combination of education and experience as relevant to business management.

Preferred Education and Experience

Five years' general for-profit start-up experience in vastly varying enterprise endeavors. Some examples are marine transportation, news media and hospitality.

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.

Individuals will need to sit or stand as needed. The position may require walking primarily on level and/or uneven surfaces for periodic periods throughout the day. Agility is needed to board vessels. The employee will reach above shoulder heights or below the waist or lift as required to supervise marine work, file documents or store materials throughout the workday. High level of cognitive activity required daily, fine motor skills necessary to communicate via computer. Must use eyes to proofread.

Performance Standard

- Regularly manipulate a variety of data via verbal, written and electronic media and related equipment to complete all aspects of the executive director job duties.
- Regularly use mental, oral and written methods of creating complex material using high level cognitive functions, or otherwise create and communicate NVE policies, procedures, goals and objectives.
- Typically move about and lift up to 25 lbs to coordinate work.

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- Constantly use memory or otherwise access mental information pertinent to work.
- Regularly be able to sit and stand for extended periods of time to complete work and attend meetings.
- Regularly be able to walk, bend, crouch and otherwise twist to supervise work.

Environmental Factors

The performance of this position will routinely require exposure to outdoor areas that include cold water and inclement weather. This position may require the use of personal protective equipment such as safety glasses, personal flotation devices, hardhats and mandatory hearing protection. The employee will be exposed to ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature *Date*

Supervisor Signature *Date*

Team Leader Signature *Date*