

JOB DESCRIPTION

Job Number - 044

JOB TITLE:	Regional Manager
JOB LOCATION:	Crescent City, CA
SUPERVISOR:	Executive Director
SUPERVISES:	N/A
FLSA Status:	Exempt
COMPENSATION:	\$60,000-\$65,000 Commensurate with Experience

SUMMARY: Located on the beautiful north coast of California, the Northern California Indian Development Council, Inc. is a private nonprofit corporation that annually provides services to 14,000 to 15,000 clients in California and Oregon. NCIDC was established in 1976 to research, develop, and administer social and economic development programs designed to meet the needs of Indian and Native American communities; to provide support and technical assistance for the development of such programs, and the conservation and preservation of historic and archeological sites and resources.

REQUIREMENTS: Applicant should have a Bachelor's degree in Business, Public Administration or a related field (or equivalent experience), and a minimum of three years experience involving planning/operational responsibilities for a state or federally-funded human service delivery program, at least one year of which shall have been at a supervisory or administrative level. Must have knowledge of: federal, state and local laws and regulations pertaining to programs operated by NCIDC; program development, organization and evaluation methods and practices; administrative and budgetary analysis principles and procedures; research techniques used in studying service delivery program problems; federal and state statutes dealing with poverty, unemployment, job training, education, and community and economic development; and management and supervisory principles and techniques. Direct case management experience is required. Must have the ability to develop operational policies and procedures; communicate effectively, both orally and in writing; and establish and maintain effective working relationships with staff, clients, various agencies, and the general public. Must have familiarity with, and commitment to, the mission and vision of NCIDC.

RESPONSIBILITIES: The Regional Manager will, under the direction of the Executive Director, implement NCIDC's Workforce Innovation and Opportunity Act (WIOA) program and any future assigned programs in Oregon. The Regional Manager will review and evaluate employment, community, and economic development service needs, resources and programs in Oregon. The Regional Manager will research and negotiate funding opportunities and service agreements in consultation with the Executive Director. The Regional Manager may supervise staff as the NCIDC Oregon service area continues to be developed.

**NORTHERN CALIFORNIA
INDIAN DEVELOPMENT COUNCIL, INC.**
241 F STREET • EUREKA, CALIFORNIA 95501 • (707) 445-8451 • WWW.NCIDC.ORG

The Regional Manager will negotiate various contracts; develop policies and procedures for the operation of WIOA; plan and coordinate the development of systems for comprehensive workforce development service objectives, goals, and program monitoring and evaluation; and evaluate attainment of objectives.

The Regional Manager will stay abreast of current regulation changes and make appropriate program or policy adjustments; interpret program regulations for agencies and clients; and assure programs are in compliance with federal, state, and local laws and regulations.

Other responsibilities of the Regional Manager include but are not limited to: direct case management and evaluation of performance; establishing a network of partnerships and addressing such groups as Tribal Councils, County Boards of Supervisors, and other related organizations or committees. Additional job-related duties may be assigned as required.

LANGUAGE ABILITY: Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write complex correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATH ABILITY: Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate percentages.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

EQUIPMENT/COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of word processing software and spreadsheet software. Basic internet usage. Ability to use a MAC computer is preferred but not required.

CERTIFICATES AND LICENSES: California Driver's License, clean DMV record. Valid vehicle insurance. Verification of COVID-19 vaccination, or submission of a valid accommodation request that meets State and Federal law and requirements.

WORK ENVIRONMENT: The noise level is usually moderate.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, climb stairs, use hands and fingers, handle or feel. Be able to reach with hands and arms, talk and hear. The employee must occasionally lift and/or move up to 45 pounds. Ability to drive long distances. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGMENT:

Applicants should read the job description and fully understand the requirements set forth therein. Applicants offered a job agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of their ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. Applicant should understand that employment is at-will and thereby understand that the employer or the applicant may terminate the employment relationship at any time, with or without cause.

Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.