



Northwest Indian Fisheries Commission

6730 Martin Way E., Olympia, Washington 98516-5540
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VACANCY ANNOUNCEMENT

Position: Deputy Director

Salary: \$69,107 – \$97,109+ DOQ

Location: Northwest Indian Fisheries Commission
Olympia, Washington

Closing Date: September 1, 2017

Position Description: Oversee the overall administrative functions of the organization. Serve as Acting Director in the absence of the Executive Director. Plan, direct and supervise the activities of the Administrative Services Division's staff including Accounting, Information Systems, Clerical and Human Resources. Facilitate the development and preparation of agenda items for the NWIFC's Finance & Organization Committee. Responsible for the annual budget and indirect cost rate preparation. Serves as the primary point of contact for internal operations of the organization. In the absence of the Executive Director, serves as the point of contact for external inquiries regarding NWIFC programs.

Qualifications: Minimum of a Master degree in Public or Business Administration or related field and seven years pertinent experience; OR a Bachelor degree and eight years pertinent experience; OR an equivalent combination of education, training and experience that demonstrates the ability to perform the essential functions of the position. Thorough knowledge of governmental accounting, organizational dynamics, financial and ethical principles, and administrative management responsibilities of a public agency. Knowledge of Commission programs and member tribes' fisheries management programs. Excellent written and oral communications skills. Ability to think broadly and strategically and also detail oriented and organized in order to implement Commission priorities. Ability to exercise tact and diplomacy in organizational settings from diverse backgrounds. Demonstrated ability to execute multiple tasks while responding to multiple priorities. Proven track record to deliver under pressure and within timelines.

Application: Send resume and cover letter stating interest by September 1, 2017 to: Wendy Bowman, HR, Northwest Indian Fisheries Commission, 6730 Martin Way East Olympia, WA 98516-5540; wbowman@nwifc.org

The Northwest Indian Fisheries Commission operates under Public Law 93-638 contract; **Indian Preference is an employment policy.** Must be authorized to work in the U.S. The NWIFC will not sponsor applicants for work visas.