

**Sitka Tribe of Alaska  
Job Description**

**BUSINESS MANAGER**

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<b>Exempt:</b>	Yes	<b>Grade:</b>	9 (\$26.14-\$29.92)
<b>Department:</b>	Sitka Tribal Enterprises	<b>Hours:</b>	8:00a.m. - 4:30p.m.
<b>Reports to:</b>	Economic Development Director	<b>Effective Date:</b>	January 1, 2023
<b>Created by:</b>	Deputy General Manager	<b>Approved By:</b>	General Manager

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**I. SUMMARY**

The Business Manager is responsible for the overall management, administration and quality of the Sitka Tribal Enterprise's current and future business development. The incumbent works closely with the Economic Development Director to formulate and recommend both short- and long-term policies, developing goals and objectives, supervising STE staff, assist in developing budgets, and monitor and reconcile daily cash transactions. Develop and grow a strong public relationship with the economic community, including government agencies, non-profit organizations, academic and business institutions, as well as entrepreneurial and civic groups. Responsibilities require a high degree of administrative discretion in their execution.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

**A. Supervision and Authority**

Supervises the STE staff when the Director is out of the office or on travel.

**B. Administrative STE Business Support**

- Assure that STA businesses and facilities meets all commercial compliances including licenses, permits and reporting
- Oversee maintenance schedule on the STE Business Facilities
- Assures all forms consistent with all laws, regulations, and applicable permits
- Assures regular customer business hours 8:00-4:30 pm for all STE businesses
- Schedule work and employees to optimize production, sales, and rentals
- Assists in ensuring data system for tracking for customers and agencies
- Maintain quality control of all STE business products and productions
- Process cash, credit card, COD transactions submit to finance for deposits and enter data into customer base
- Interact with other employees and customers in a polite, professional, and courteous manner
- Research, develop and implement marketing plan to include brochures, website, tradeshows, and tribal events

- Order, install and maintain any needed equipment (contracting for assistance as necessary)
- Order supplies as necessary to keep all businesses operational
- Ensure the business work environment is clean and professional and safe for employees and customers
- Process requests for rental, cash, credit card transactions and submit to STA Finance.
- Interact with other employees and customers in a polite, professional, and courteous manner.

### **C. Meetings, STA Reporting and Professional Conduct**

- Keep the Director informed via weekly individual meetings concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems.
- Attend all-staff meetings, and events which may occur after hours or on weekends, including but not limited to: Annual Meeting, Annual Picnic, Children’s Christmas Party, and other events announced by Administration as a staff event.
- Provide monthly written reports to STE Director detailing activities during the reporting period
- Acts as the Director in his/her absence
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

## **III. MINIMUM REQUIREMENTS**

### **A. Education**

- Bachelor’s Degree in Business Administration  
OR
- Associates Degree and three years equivalent work experience

### **B. Experience**

- Experience managing people, being the primary individual responsible for a program budget or operating a small business.

### **C. Additional Requirements**

### **D. Knowledge, Skills, and Abilities:**

- Knowledge in:
  - Management and administrative principles and practices, including budgeting, goals and objectives, work planning and organization, proposal writing and contracting, personnel processes and computer applications related to economic development
  - Federal, state and municipal laws and regulations governing economic development projects and programs
  - Public and private financing techniques for economic development
  - Principles, practices, and trends in the areas of economic development activities and programs
  - Social, political, tribal, and environmental issues influencing program administration
  - Principles and practices of effective employee supervision, including selection, training, and work evaluation; and successful teamwork methods, effective communication and project management techniques.
- Skill in:
  - Planning, organizing, directing, and coordinating effective and viable development programs based upon STA priorities and policies
  - Selecting, motivating, and evaluating staff and providing new opportunities for employee growth and development
  - Preparing, administering, and monitoring budgets
  - Analyzing complex operational and administrative problems, evaluating alternatives, and recommending or adopting effective courses of action
  - Developing and implementing goals, objectives, policies, procedures, work standards and management controls
  - Preparing well-reasoned, clear, and concise oral and written communications
  - Exercising independent judgment within general policy guidelines
  - Establishing and maintaining effective working relationships with those encountered in the course of the work
  - Establishing and maintaining an effective public relations program related to economic development activities

### **IV. PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

## **V. PREFERENCE**

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

## **VI. ADDITIONAL**

### **A. Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

### **B. Drug- and Alcohol-Free Workplace**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.