

ICAS



Iñupiat Community of the Arctic Slope

JOB VACANCY ANNOUNCEMENT

Job Title: Executive Director	Department: Administration
Reports to: ICAS Executive Council	Location: Utqiagvik
Status: Regular, Full-time	Classification: Exempt, salaried
Pay Range: DOE, min \$156,000.00 annually	Supervises: Yes
Posting Date: April 27, 2026	Closing Date: May 26, 2026

Mission:

Our duty is to protect our common interests as descendants of the aboriginal Iñupiat people and to conserve and develop Tribal lands and resources in accordance with Tribal customary and traditional law and applicable Federal law; to establish justice; and to promote effective self-determination including self-governance.

Job Summary:

This position is responsible for planning, organizing, coordinating, and directing the activities of all departments under the supervisory control of the Executive Council and for rendering direct assistance to the Council in the successful administration of all areas of ICAS operations. Will work to create effective working relations with elected administrative and program officials to ensure cooperation and efficient operations of organizational units. Work is performed with wide latitudes for independent judgements and action and is reviewed by the council through monthly meetings, reports, and the effective administration of ICAS.

Duties and Responsibilities:

1. Meets with the Tribal Council in regular and special meetings; provides information and/or reports regarding tribal operations; advises Council in their deliberations on planning, policies and/or laws and ordinances; develops policies and procedures for implementation.
2. Initiates and assists with the development of business plans and feasibility studies. Develops, implements, and monitors immediate and long-range strategic plans under the Council's vision and goals.
3. Initiates and develops contacts for funding sources, supervises the preparation of funding proposals, negotiates contracts, and oversees awards. Provides

leadership in economic development and actively seeks the development and implementation of economic initiatives.

4. Directs and coordinates Tribal departments, programs, and enterprises. Designs and implements new programs, monitors contract compliance, and ensures contract compliance with budgetary constraints.
5. Interprets legislation and regulations, drafts resolutions and ordinances for Council approval, and advises the Council on pending actions. Coordinates relationships with outside professionals and legal counsel, along with Council and departments that rely on that expertise. Acts as a liaison between the Council and external agencies and attends meetings, conferences, and workshops on behalf of the Council.
6. Manages staff and compliance with departmental and tribal policies and procedures to include performance management, attendance, salary administration, and discipline.
7. Oversees the Tribe's financial affairs, develops and administers budgets, approves Tribal purchases and vouchers for payment
8. Maintains and safeguards Tribal records, information systems, and physical assets.
9. Provides training and professional development opportunities to staff and supervisors.
10. Supervise department managers and monitor compliance with personnel policies and procedures, assisting in the implementation of those policies with HR and staff.
11. Serves on community boards as required by Council and represents Council in negotiations as needed.
12. Provide regular reports to the Council concerning the status of programs, finances, budgets, and departmental staffing.
13. Facilitates communications between Council and program directors, outside agencies, and the Tribal community.
14. Oversees and approves departmental hiring and ensures personnel policies and procedures are adhered to throughout the screening, interviewing, and hiring process. Makes recommendations to council in regards to new positions to support new programming or program enhancements that require additional funding.
15. Other duties as assigned.

Qualifications, Knowledge, and Skills

1. Must be able to exercise accountable knowledge of P.L. 93-638 contract with the Federal Government and its agencies

Education, Experience, Certifications, and Licenses Required

1. Bachelor's Degree in Public Administration, Business Administration, Tribal Governance, or related field and a minimum of five (5) years' work experience in Administration required. MBA, MPA, MS Social Science and experience with Indian Programs working closely with Native communities preferred.

A combination of education, training, and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job, may be considered.

2. Must pass a background check.
3. Valid Alaska State Driver's License

The Iñupiat Community of the Arctic Slope (ICAS) strives to treat all persons equally. To the extent required by law, ICAS is an equal opportunity employer, but also conforms to the precepts, concepts, and guidelines of Native Hire Preference Alaska Native/American Indian preference in employment in Title I of P.L. 93-683, and other applicable laws.

The Iñupiat Community of the Arctic Slope is an Alcohol and Drug Free Workplace

This job posting reflects the Iñupiat Community of the Arctic Slope's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

Iñupiat Community of the Arctic Slope is an at-will employer.

How to Apply:

If you are interested in applying for this position, please contact the Tribal Operations Department at (907) 852-4227 or by email at jaime.mongoyak@icas-nsn.gov. You can download an employment application from the ICAS website at [Human Resources - ICAS \(icas-nsn.gov\)](https://www.icas-nsn.gov/HumanResources).