

AGENCY SECRETARY OF INDIAN AFFAIRS

DUTY STATEMENT

Mission Statement

California's Native American citizens will have the resources necessary to improve their quality of life through collaborative, productive and lasting government-to-government relationships between the State of California and Tribal governments.

Job Assignment

The Secretary of Indian Affairs oversees the Agency of Indian Affairs which is the lead coordinating agency in California state government for ensuring effective interagency, State-Tribal government-to-government relations and Federal collaboration on all aspects that affect Native American communities.

Responsibilities

Under the direction of the Governor or his delegate is responsible for the strategic planning, organizing and supervising the work of the Office of the Secretary of Indian Affairs. This includes providing leadership, direction and policy recommendations for the Governor and the Executive cabinet's effort to improve the government-to-government relationship with Tribal Governments. The Secretary will facilitate and promote a framework for statewide State-Tribal partnerships that encourage coordination and collaboration between Tribal, State and local governments. The Secretary works in cooperation with Tribal Governments, State and local governments to advocate for Federal funding for Tribal communities in California. The Secretary develops recommendations and alternative actions in response to Federal and State legislation and regulations. Office of the Secretary will provide research and educational materials for Tribal, State and local governments on Native American topics.

Supervision

Supervise professional staff within the Office of the Secretary of Indian Affairs.

Supervision Received

The position receives general direction from the Governor or his designee.

Knowledge and Abilities

The Secretary must have working knowledge of the Tribal governments within the State of California. This requires work performed under the direction of a Tribal government in the State of California. The incumbent must have working knowledge of the California state government. This requires working on statewide programs directly targeted to include the participation of the 108 Tribal governments throughout the State. The incumbent must have knowledge about the Native American issues in the various regions of the State. A legal background in Federal Indian law is preferred.

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The Secretary must have the ability to initiate effective partnerships and work cooperatively with Tribal Governments, Federal, State, and local governments. The incumbent must be able to effectively direct the work of others and negotiate resolution of issues and problems.

Responsibility for Decisions, Actions and Consequences

Recommendations and decisions made by this position directly impact the State budget and programs and government-to-government relationships between the State and the Tribal governments. It is imperative that the agency uphold diplomatic and respectful communications with the Tribal leaders, State and local government officials and federal agency representatives.