

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff according to the Tribe's Career Development Program. Applications will be received from prospective employees concurrently. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.scribe.com. Resumes with completed applications may be submitted to Human Resources or online to clemis@scribe.com.

Posted 1/6/2026 . Position Closes 1/20/2026.

Position Title: Deputy Director

Department: Administration

Immediate Supervisor: Executive Director

Position Supervised: As delegated by the Executive Director

General Statement of the Responsibility: Under the direction of the Executive Director, the Deputy Director acts to support the development and execution of the Seneca-Cayuga Nation of Oklahoma's policies, resolutions and business endeavors. The Deputy Director supports administrative offices by monitoring federal, state, and municipal legislation that may impact the Nation. The Deputy Director also provides support services to the Executive Director with the efficiency of Tribal programs, budget oversight, policy revision and interpretation of Tribal Legislation to outside agency representatives.

Primary Duties:

This position includes, but is not limited to, the position functions as listed below:

- Monitor Tribal Administrative policies and procedures.
- Assist with administrative oversight for Tribal programs funded through federal, state and/or private agencies.
- Serve as a resource person in researching and compiling up to date documentation relating to the development and strengthening of Tribal government and administrative operations.
- Evaluate the continuity of governmental structure within the Nation and make recommendations for improvement when needed.
- Maintain a record of all pertinent laws, regulation and polices that may impact the self governance of the Nation. This includes historical data related to Seneca-Cayuga Nation.
- Acts as a liaison between other federal, state, municipal or private agencies regarding all assigned projects.
- Assists in identifying areas of program development needing additional funding support through grants or other funding services to improve quality of program services.
- Performs other duties as assigned by the Executive Director.

Responsibilities:

- 1.) Keep on ongoing database of all Tribal programs that includes reporting responsibilities, compliance, and renewal information.
- 2.) Attend meetings related to the creation, implementation and monitoring of the Seneca-Cayuga Nation's policies and procedures.
- 3.) Assist and monitor documentation and records management of all Tribal programs.
- 4.) Compiles all monthly and annual project and program reports.
- 5.) Reviews all research related to program development and assist in determining the priority of funding opportunities.
- 6.) Maintain job skills through attending applicable training, workshops, and meetings to ensure the Nation is receiving the most accurate information regarding legal, business and funding sources.
- 7.) Provides interpretation of Statutes, Code of Federal Regulations, United States Codes, OJ4B Circulars and other policies and procedures deemed to be required for the proper administration of Tribal programs. This includes a willingness to interpret and apply these same policies and procedures to Tribal and Individual Trust /Fee Lands and implements those regulations when required.
- 8.) Effectively and diplomatically communicates orally and in writing with various federal, state, and municipal agencies to collaborate in project and program development.
- 9.) Perform other duties as assigned by the Executive Director.

Qualifications and Requirements:

- Minimum bachelor's degree in a Business-Related Field*
- Must have at least (7) seven years experience with Tribal Government administration including business administration.
- Must have working knowledge of General Accounting Practices.
- Valid driver license is required.
- Ability to travel distances that may require multiple night stays.

- Ability to work independently and with others.

*A waiver of the educational requirement may be offered based on an evaluation of actual experience and demonstrated competence.

Conditions of Employment:

The Seneca-Cayuga Nation of Oklahoma operates a drug-free workplace.

- Must submit to and pass applicable drug screen.
- Must submit to and pass an extensive background investigation for suitability of this position.

Tribal/Indian preference will be observed in the filling of this position.