

**CLASS TITLE: DIRECTOR OF INDIAN AFFAIRS**

**Class Code: 02501400**

**Pay Grade: 25A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To provide professional staff support to the Rhode Island Commission for Indian Affairs; to act as liaison between the Commission and the Native American community in Rhode Island; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Rhode Island Commission for Indian Affairs on matters of policy with wide latitude for the exercise of initiative and independent judgement; also works under the general direction of the Director of the Department of Community Affairs on other matters; work is reviewed for results obtained and conformance to established policies, laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of clerical personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for providing professional staff support services to the Rhode Island Commission for Indian Affairs and to perform continuous monitoring, analysis and evaluation of State and Federal legislation, programs and legal decisions pertaining to Native Americans.

To act as liaison between the Commission for Indian Affairs and representatives of Rhode Island's Native American community.

To conduct research into subjects as directed by the commission and/or the Director of the Department of Community Affairs and to provide analysis and recommendations based on those findings.

To prepare reports and informational materials pertaining to Rhode Island's Native Americans.

To develop and coordinate programs that meet the needs of the Rhode Island Native American community, and to provide affiliated groups with technical assistance necessary.

To analyze and interpret State and Federal legislation and regulations and prepare statements relative to the impact on Native Americans for review by the Commission on Indian Affairs and the Director of the Department of Community Affairs.

To prepare written grant proposals requesting funding for programs in existence and to develop programs which may be eligible for grant funding.

To attend meetings held by organizations within the Native American community or by organizations concerned with Rhode Island's Native American community, and to report findings back to the Commission.

To perform other duties as directed by the Commission for Indian Affairs or the Director of the Department of Community Affairs.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of the needs and culture peculiar to Rhode Island's Native American community and the ability to establish and maintain an effective working relationship with this community; a working knowledge of State and Federal laws and regulations pertaining to Native Americans; a working knowledge of State and Federal programs in existence affecting the Native American; the ability to prepare grant proposals and to prepare special and reoccurring reports containing findings and recommendations; the ability to interpret legislation, directives, policies, rules and regulations and the ability to provide analyses and recommendations based upon pertinent research work and analysis; the ability to conduct meetings and make presentations regarding issues of concern to Rhode Island's Native American community; the ability to relate effectively to the members of Rhode

Island's Native American community, the general public, members of the Rhode Island Commission for Indian Affairs and government personnel on matters concerning Native Americans; the ability to establish and maintain effective working relationships with superiors, subordinates, the general public, members of Rhode Island's Native American community and Federal and State Agencies and organizations; the ability to supervise and review the work of a small clerical staff; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and  
Experience: Such as may have been gained through: employment in a responsible capacity with a public or private organization involved in programs serving the Native American community, minority groups or vulnerable population groups.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 11, 1983

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