

Job Title: Tribal Administrator

Closing Date: Until Filled

Description:

The general administration of the daily operation of the Rancheria; implementing the directives of the Tribal Council; oversight of all Federal and Tribal Programs the tribe operates; and management of tribal employees. Meets with officials of State, Federal and County. Cooperatively oversees financial reporting, indirect cost, accounting and grant programs.

Salary/Benefits: D.O.E

Duties:

- Oversees tribal employees who are under the direction of the tribal administrator.
- To develop and train employees, delegate tasks and responsibilities to them in an efficient manner.
- Develop and draft policies, ordinances and resolutions at the direction of the Tribal Business Council and to implement those policies upon adoption.
- To pursue objectives and activities identified by the Tribal Business Council.
- To work with grant funded departments to produce an annual budget and to administer the budget as directed.
- To meet regularly with officials of the County, State, and Federal governments as directed
- Direct visitors to the proper services and departments.
- To direct the development and filling of quarterly and annually performance and financial reports.
- To research and develop on-going tribal programs.
- Seek additional funding for existing and new programs.
- Responsible for developing and implementing personnel policies and procedures of all tribal employees.
- Work closely with all Tribal Committees.
- Participate at tribal events and functions on request of the Tribal Business Council.
- Provide program and training informational services to all tribal members.
- Bachelor's degree or (6) years management experience in public sector or non profit entity with supervisory experience.
- Knowledge of management procedures, personnel policies and procedures, office practices, public speaking, including budgeting, financial reporting, accounting and bookkeeping.

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- Knowledge of constitutional principles, Indian legal and jurisdiction issues, such as P.L. 93-638 as amended
- Knowledge of procedures of placing fee land into trust.
- Knowledge and understanding of indirect Cost Rate.

Requirements:

- Candidate must be able to communicate effectively.
- Public presentations
- Effective working relationships with tribal employees
- Perform duties directed by the Tribal Business Council
- Maintain an effective government to government relationship with Federal, State and County agencies on behalf of the tribe.
- Must be able to operate a computer system and office equipment
- Compose letters, memos, and answer inquire

You must be able to pass a pre-employment drug test and back ground check. You must be licensed to drive in California. Preference given to qualified Native American Indian Applicants under the Federal Indian preference Hiring Act.