

Pit River Tribal Office
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www.pitrivertribe.org



Human Resources Dept.
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez Tribal Chairperson	Ida Riggins Tribal Vice Chairman	Russell Eleck Recording Secretary	Jolie George Tribal Secretary	Brandy McDaniels Tribal Treasure	Andrew Mike Sgt-At-Arms
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Job Description

Position Title: Tribal Administrator
Department: Tribal Administration
Reports To: Tribal Council
Classification: Exempt/Full Time
Pay: DOE

Introduction: Under the supervision of the Pit River Tribal Council, the Tribal Administrator is responsible for overall tribal management including administration, financial management, human resources, and program/project management. The Tribal Administrator provides support and guidance to all tribal programs. This will also include preparing contracts for consultants, supervising and assigning tasks to staff, coordinating resources, reviewing and revising documents, conducting meetings, monitoring fiscal requirements, tracking work plan progress, and preparing oral and written reports. The Tribal Administrator will maintain a professional appearance, attitude and working environment for the Tribe, its employees and its Tribal Members. All work shall be in compliance with Tribal and applicable Federal laws.

Responsibilities:

Tribal Council

- Work with the Tribal Council to plan, implement and oversee activities, projects and/or programs that serve the needs of the general membership
- Assist in the development of short- and long-term plans.
- Provide reports regularly to the Tribal Council concerning the status of all assignments and projects of the various programs and activities, assist in establishing program objectives and meeting deadlines, preparing resolutions, ordinances, contracts, budgets, reports and other support documents as needed.
- Report directly to the Tribal Council.
- Perform other related duties as directed by the Tribal Council.
- Provide administrative and logistical support to the Tribal Council and its committees

- Serve as primary liaison and advisor for the Tribal Council on day-to-day operations of the Tribal government.
- Represent the Tribe at external functions as directed by the Tribal Council.

Tribal Office Staff Administration

- Manage and direct tribal government staff.
- Administer, oversee, and implement all grants, programs, policies and services approved by the Tribal Council and monitor to ensure overall goals and objectives are accomplished.
- Coordinate department head meetings to obtain progress reports on a monthly basis. Evaluate the effectiveness of programs, identify administrative problem areas, prescribe and monitor corrective action plans.
- Identify and seek new funding opportunities to meet the Tribe's goals and objectives. Grant writing and management experience required.
- Ensure financial and program reports to federal agencies are submitted in a timely and efficient manner.
- Interface with grant agencies and staff to assure programs are managed in compliance with applicable regulations and Tribal policies and operating procedures.
- Take corrective action when problems are identified.
- Assist in developing contracts for services and advertising bids for contracted services.
- Assist in negotiating Tribal Council approved contracts, leases, and grant agreements.
- Oversee and conduct performance evaluations of Department Heads.
- Attend local, state, and national meetings and workshops as requested.
- Maintain confidentiality of records and information.
- Perform executive-level planning, organizing, directing, and evaluation of tribal departments and programs.
- Monitor outcomes and evaluations to ensure departments are meeting goals and standards.
- Review operating results, compare them to established objectives, and take steps to ensure that the appropriate measures are taken to correct unsatisfactory results.
- Monitor and enforce internal financial policies and procedures.
- Establish and maintain effective working relationship with employees and consultants

Tribal Membership

- Assess the needs of the membership and community and plan for service delivery to meet those needs.
- Assist tribal members in resolving concerns with tribal programs, policies, and staff.
- Meet with Tribal members and try to resolve issues or needs
- Act as a liaison to tribal membership when issues arise
- Ensure staff treats tribal membership respectfully and follows up on requests
- Keeps Tribal Council aware of issues brought by tribal membership
- Establish and maintain effective working relationship with Tribal Members

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA or BS degree in Business or Public Administration or related degree with three years of verifiable, successful work experience as an administrator or in a position of equal level or responsibility; OR
- A minimum of five years in administration and/or combination of education, training, and experience equal to five years of successful administration experience or in a position of equal responsibility.
- Experience in the area of Indian affairs or Tribal Government.
- Knowledge and experience in audit preparation, financial management, government fund accounting, human resources/personnel/employee supervision, and grant and contract management.
- Ability to multi-task and have excellent management, planning, and organizational skills.
- Experience with computers -spreadsheets, word processing.
- Must be bondable.
- Receive and properly carry out instructions; meet with Tribal Members in a polite and businesslike manner; and establish and maintain effective working relationship with employees and Tribal Members.
- Must have excellent analytical, oral, and writing skills, and have working knowledge and understanding of current Tribal and federal laws and regulations.
- Must have valid California Driver's License and personal transportation and be insurable to drive company vehicles.
- Must have the ability to multi task and prioritize.
- Must be able to take direction from Tribal Council and communicate those directions to staff.
- Must be able to synthesize complex or diverse information; Use intuition and experience; Design work flows and procedures.
- Must be able to identify and resolve problems in a timely manner; Gather and analyze information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Must be able to develop project plans; Coordinate projects; Communicate changes and progress; Complete projects on time and within the budget
- Must be able to speak clearly and persuasively in positive or negative situations; listen and get clarification; Respond well to questions; Demonstrate group presentation skills
- Must be able to write clearly and informatively; Edit work for spelling and grammar; Present numerical data effectively; Able to read and interpret written information.
- Must delegate work assignments; Match the responsibility to the person; Give authority to work independently; Set expectations and monitor delegated activities; Provide recognition for results
- Must be able to manage people; Include staff in planning, decision-making, facilitating and process improvement; Take responsibility for subordinates' activities; Make self-available to staff; Provide regular performance feedback; Develop subordinates' skills and encourages growth; Solicit and applied Tribal Council feedback (internal and external); Foster quality focus in others; Improve processes, products and services
- Must be able to balance team and individual responsibilities; Exhibit objectivity and openness to others' views; Give and welcome feedback; Contribute to building a positive team spirit. Put success of team above own interests; Able to build morale and group commitments to goals and objectives; Support everyone's efforts to succeed.
- Must be willing to look for ways to improve and promote quality; Demonstrate accuracy and thoroughness.
- Must be able to understand business implications of decisions; Display orientation to profitability;

- Must be able to work within approved budget; Contribute to surpluses and revenue; Develop and implement cost saving measures; Conserve organizational resources.
- The Tribal Council may consider and waive certain qualifications based on an evaluation of experience of the individual applicant.

Note: This position requires an awareness and deep appreciation of Indian traditions, customs, and socioeconomic need. It requires the ability, at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretions, resourcefulness, and good judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color religion, sex, age, national origin, marital status, or ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Acknowledgment: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Contact:

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