



MOAPA BAND OF PAIUTES

MOAPA RIVER INDIAN RESERVATION

P.O. BOX 340

MOAPA, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

JOB ANNOUNCEMENT

Title: Tribal Administrator
Supervisor: Tribal Chairperson
Salary: \$ DOE / DOQ
Status: Salary / Exempt
Opens:
Closes: Until filled

Job Summary:

The Tribal Administrator is responsible for the overall tribal management including administration, departments, programs/projects management, 638 Contract, acts as a governmental liaison with other agencies, and performs all other duties as directed by the Tribal Council and the Tribal Chairperson. The Administrator is accountable for the daily operations of the tribal government, administering tribal government policies and procedures, financial obligations, and goals for government operations as defined by the Tribal Council. The Administrator will participate in negotiations of contracts and oversight of the implementation of grants/contracts, while ensuring compliance with governmental contracts.

Duties:

1. Oversight and administration of Tribal Governments day-to-day operations in accordance with the approved organizational chart, including Finance, Grants, Social Services, Environmental, Purchasing, Justice, Law Enforcement, Enrollment, Vocational Rehabilitation, Education, Community Health Representatives, Transporters, Maintenance, Roads, Legal Services, and other positions.
2. Directs the development, management, and reporting process of operating budgets in conjunction with the Chief Financial Officer, program managers, and department managers to ensure financial stability.
3. Responsible for long and short-term planning, coordinating, implementing, and evaluating programs, services, and activities of government departments.
4. Responsible for developing, updating, implementing, administering, and maintaining the governing documents and the Policies and Procedures Manual.
5. Determines methods and procedures for department and project accomplishments, staffing requirements, and allotment of funds to various government projects.
6. Responsible for approving all open requisitions, controls the allocation and use of personnel to ensure appropriate staffing for operations.
7. Acts as governmental liaison with community organizations, outside agencies, and other governments as required.
8. Ensures long/short missions, objectives and goals for the tribe are specific and attainable.
9. Works closely with Grants Manager on administration of grants not managed by Department Directors or other staff.
10. Ensures all departments and staff remain in compliance with applicable local, tribal, state, and federal laws and program regulations.
11. Provides monthly reports to the Tribal Council on program activities, status, and attends monthly and special meetings as requested by the Tribal Council.

Applications available/accepted at: Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025
Preference in filling vacancies according to Indian Preference Act (Title 25, Section 472 and 473).

12. Research additional funding resources to expand programs for the tribe, including submitting grants and contracts to funding agencies.
13. Effectively communicates policies, plans, progress reports, to small and large groups.
14. Must be able to use initiative and exercise independent judgment within general policy guidelines.
15. Maintain accurate records and files, and supervision of central government record keeping.
16. Responsible for interacting, assisting, and maintaining an effective working relationship with staff, tribal members, tribal committees, and Tribal Council.
17. Knowledgeability of Indian law and tribal sovereignty as it relates to tribal government operations.
18. Maintain confidentiality in highly sensitive matters.
19. Responsible for all duties and responsibilities as directed by Tribal Council or the Tribal Chairperson.

Requirements:

- Bachelor's degree from an accredited college or university in business or public administration, or related field. Master's degree in business or public administration is preferred.
- Minimum of five (5) years in Tribal Government operations or other Tribal Employment; and demonstrated experience in a leadership position, including management of multiple departments, and supervising personnel. Any combination of related education and experience will be considered if the candidate possesses the demonstrated ability.
- Work collaboratively with Tribal Council, Tribal Committees, boards, outside agencies, governmental and program partners, departments, and employees in a team-oriented environment.
- Demonstrate knowledge of principles and practices in the following administrative functions: Employment Law, Fiscal Operations, Audit Preparation, Financial Management, Human Resources, Property and Contract Management
- Possess strong administrative, organizational, planning, communication skills as demonstrated through past work experience, and the ability to prioritize and multi-task responsibilities.
- Must have excellent interpersonal skills, and ability to effectively communicate both verbally and written.
- Ability to analyze and interpret various reports and documents, including financial records, legal information, and application of complex federal regulations.
- Extensive experience working with the Bureau of Indian Affairs (BIA) and knowledgeable with Indian Health Service (IHS) rules and regulations.
- Ability to plan, coordinate and direct staff engaged in various professional, technical, and clerical functions and ability to supervise, coach and train personnel.
- Knowledgeable of tribal sovereignty, tribal government structure, general knowledge of tribal laws, customs, traditions, and the ability to work and promote Native American culture, language, traditions, and communities.
- Experience in community development, planning and directing work projects; grant administration and contract administration, and experience developing long- and short-range programs plans and budgets.
- Experience drafting policies, procedures, and reports.
- Ability to supervise or manage multiple programs/grants, submission of contracts/grants to funding agencies and grant administration.
- Ability to exercise independent judgment in complex situations with minimal supervision or direction.
- Knowledge of computer programs such as Microsoft Word, PowerPoint, Excel, and Outlook.
- Willing to work a flexible schedule including evenings, weekends, and holidays.
- Maintain a professional appearance, attitude and work environment for the tribe, its employees, and its tribal members.
- Must have a valid driver's license and be fully insurable under the Tribe's insurance policy.
- Must pass a pre-employment background investigation and pre-employment alcohol/drug screening.

Send Resume to: mbophr@moapabandofpaiutes.org

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