



Job Position: Tribal Administrator	Status: Full-Time/Exempt
Division: Administration	Salary: Commensurate with Experience
Posting Date: May 1, 2019	Closing Date: Until Filled

JOB SUMMARY

The Tunica-Biloxi Tribal Administrator directs and monitors the administration and operations of the Tribal Government. The Tribal Administrator performs administrative duties and functions delegated by the Tribal Chairman and are responsible for the Tribe's overall day-to-day tribal management including administration, financial management, human resources, and program/project management.

JOB DUTIES & RESPONSIBILITIES

The Tribal Administrator shall perform such administrative duties and functions as delegated by the Tribal Chairman including, but not limited to, the following:

- Work cooperatively with and at the direction of the Tribal Chairman to adopt and operate a governance framework that preserves and supports the sovereign nature and actions of the Tunica-Biloxi Tribe of Louisiana.
- Provide direction and oversight of all operating procedures for programs and departments that are comprised of tribal government operations in accordance with any and all applicable tribal, state, and federal program guidelines or requirements and tribal government initiatives.
- Work in concert with tribal legal consultants and/or personnel in the creation of tribal laws, codes, ordinances, contracts and other similar documents and materials.
- With guidance from the Tribal Chairman and in coordination with the department and program directors to prepare or update an annual short- and long-term strategic plan that will pursue and promote the goals and objectives set forth by the Tribal Council and Tribal Chairman.
- Report monthly to Tribal Chairman, other parties/entities and tribal members on the operational and financial status of the government; and as directed by the Tribal Chairman.
- Engage and manage competent, skilled personnel in all positions of tribal government employment.
- Oversee administration of the annual employee evaluation process.
- Communicate with local, state and federal officials in relation to specific program and/or agency funding to ensure grants or contracts are in compliance.

- Ensure all official documents and records are preserved, protected, and maintained on a secure backup server, on and offsite, at a minimum.
- Perform other duties related to position and at the direction at the Tribal Council.

COMPETENCY

The successful candidate must be able to demonstrate the following skills and competencies:

- Excellent communications skills: verbal, written, electronic, auditory.
- Strong, authoritative managerial skills that inspire mutual respect amongst colleagues and foster a positive team-building atmosphere among co-workers.
- Extensive knowledge and experience with Microsoft Suite & Adobe Acrobat (Experience with accounting software Accufund, is desirable).
- Proficient use and knowledge of accounting and finance practices used in government and business environments to create budgets, analysis trends, as well as read and implement complex reports and data generated by such disciplines.
- Must be keenly aware of and sensitive to Native American issues and challenges faced by Native communities and its citizens. Must be willing to learn the unique culture, life ways, and practices of the Tunica-Biloxi community.
- Possess excellent problem-solving capabilities focused on timely and productive resolutions.
- Sharp negotiating skills, contract oversight and program implementation skills that will enhance the tribe's ability to provide services to its citizens.

Other Requirements:

- Must possess or be able to obtain a valid Louisiana Driver's License and be insurable by the Tribe's auto insurer; proof of personal vehicle insurance is required.
- Applicants will be required to submit to a background check. Refusal to do so will render the applicant disqualified.

EDUCATION AND EXPERIENCE

To perform the job successfully, the candidate should possess the following qualifications:

- A Bachelor's degree from an accredited college and/or university with an emphasis in one or more of the following; Public Administration, Community Development, Planning, Business Administration, or other related degree in a disciplined area applicable to the requirements of the position, and
- Must have seven (7) years of experience working with a Tribal government in an executive level position with knowledge and ability of overseeing an organization and/or Ten (10) years of executive or high-level management experience

WORK ENVIRONMENT

- Typical office setting for eight hours daily.
- Routine travel within state and out of state as directed by tribal leadership.
- High demand and fast paced environment is normal.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a routinely sedentary position for 8-10 hours daily. This position may require extensive travel that may have physical demands of coast to coast travel, regularly meeting with partners on and off site and routinely meet with staff, tribal citizens, and other parties.

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE).

Interested candidates please submit a completed resume and cover letter to:

Tunica-Biloxi Tribe of Louisiana

Attn: Human Resources

171 Melacon Rd.

Marksville, La. 71351

kdorsey@tunica.org

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

