TRIBAL ADMINISTRATOR

JOB SUMMARY:
Under the direct supervision of the Tribal Chairperson and the general supervision of the Tribal Council, the Tribal Administrator shall have the responsibility of overall and day to day administrative and management operations of the Kaibab Paiute Tribe. Through a respectful, constructive and energetic style, this professional provides managerial leadership and oversight of all the Tribal entities. Oversee operations to insure production efficiency, quality, service, and cost-effective management of resources. This person maintains and enhances Tribal resources, Tribal Sovereignty, and land holdings, ensuring long-range prosperity.

DEPARTMENT: Administration
SUPervisor: Tribal Chairperson
STATUS: Full-time, permanent/Benefits after 90 days
All Applications Due: Open until filled
Salary: DOE

DUTIES & RESPONSIBILITIES:
Tribal Council Coordination/Communication
Implements directives of the Tribal Council, promoting the strategic plan at the departmental level.
Creates and maintains procedures for implementing plans approved by the Tribal Council. Represents the Tribe in internal and external forms and processes with prior approval by the Tribal Council to enhance the prestige of the Tribe to both the Kaibab Paiute Tribe and the external community; participates in community events and is visible to the community.

Managerial Leadership
This person directs the work of the senior level of Tribal management while managing competing needs to achieve strategic advantage including the supervision of Departments and Directors, and oversees effective corrective action as required. Oversees the operations of organization and manages compliance with legal and regulatory requirements.

Fiscal Management
Responsibilities include the attainment of both short-term and long-term goals and the development of the organization to ensure future growth. This person relies on sound judgment using current and reliable data to plan and accomplish the mission and goals of the Kaibab Paiute Tribe. Ensures the development of operating and capital budgets for all entities according to the budget policy; monitors and provides monthly oversight for all budgets for the Tribe and its entities.

Organizational Development
Working in conjunction with Department Directors, fosters a positive, results driven, accountable environment; establishes credibility with the organization and Tribal council to develop solutions to enterprise and governmental challenges. Takes an active role in communicating organizational goals and objectives to all employees in the creation and maintenance of a strong organizational culture. Reviews and evaluates program operations, ensuring that contractual obligations are fulfilled, and modifying objectives as necessary in order to allocate resources for maximum effectiveness.

All other duties as assigned

The Kaibab Paiute Tribe abides by the Indian Preference Act. We are committed to providing a drug-free workplace, and all positions require pre-employment, accident, and random drug testing. Candidates will be required to sign a Confidentiality Agreement. Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building. For more information, contact the Human Resource Director at (928) 643-7245
TRIBAL ADMINISTRATOR

KNOWLEDGE, SKILLS & ABILITIES
● Experience in strategic planning and execution; knowledge of contracting, negotiating, and change management
● Skill in examining and re-engineering operations and procedures; experience in formulating policy, and developing and implementing new strategies and procedures
● Ability to develop financial plans and manage resources
● Ability to analyze and interpret financial data
● Knowledge of public relations principles and practices
● Knowledge of communication and public relations techniques
● Ability to develop and deliver presentations
● Ability to identify and secure funding and revenue sources
● Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the public. Have ability to sufficiently exchange or convey information and receive verbal and written work instructions

MINIMUM REQUIREMENTS:
Applicants should have a Bachelor’s Degree, or equivalent work experience
Minimum of 5 years’ experience in the successful supervision and leadership of senior level executives, preferably with a tribal organization
Must pass a fingerprint and criminal background check
Must have a valid driver’s license with a driving record clear of DUI’s or suspensions