

**Position Title:** Tribal Administrator

**Status:** Exempt

**Department:** Operations

**Reports To:** Tribal Council

**General Position Description:**

The Tribal Administrator plans, manages, and coordinates the day-to-day operations of the Tribal Government under the general supervision of the Tribal Council. The Tribal Administrator oversees governmental programs, supervises governmental staff, and implements governmental policies. The Tribal Administrator serves as primary advisor to the Tribal Council and works with the Tribe's General Counsel and Director of Government Affairs as top level executive staff. The Tribal Administrator does not work with Thunder Valley Casino, the Tribe's Internal Auditors, the Tribe's Economic Development Corporation, or the Tribal Gaming Agency, except to provide administrative and logistic support.

**Duties & Responsibilities:**

Tribal Council Support

- 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
- Act as a liaison between the Tribal Council and staff
- Work with the Tribal Council to establish current and long range goals and objectives
- Prepare agendas and staff Tribal Council meetings
- Assist the Tribal Council in preparing for public appearances and General Council meetings

- Represent the Tribe at external functions as directed by the Tribal Council

### Government Management

- Perform executive-level planning, organizing, directing, and evaluation of tribal departments and programs
- Manage and direct tribal government staff
- Supervise senior management
- Monitor outcomes and evaluations to ensure departments are meeting goals and standards
- Oversee tribal member programs, including the tribal school and social services programs
- Review operating results, compare them to established objectives, and take steps to ensure that the appropriate measures are taken to correct unsatisfactory results
- Advise the Tribal Council regarding all staff hiring and firing decisions and exercise delegated authority to make those decisions where appropriate

### Financial Management

- Oversee tribal government budget preparation and implementation
- Coordinate the preparation of the organizational budgets in liaison with Senior Management and Tribal Council
- Administer the approved operating budget by monitoring expenditures and recommending justifiable changes to the Tribal Council
- Monitor and enforce internal financial policies and procedures
- Serve on the Tribe's 401(k) committee

### Tribal Members

- 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
- Provide administrative and logistical support to the Tribe's Election Committee in conducting tribal elections

**KASOC's-Knowledge, Abilities, Skills, & Other Competencies:**

- Ability to establish effective and efficient working relationships with Tribal Council, tribal members, and tribal staff
- Demonstrated knowledge of principles and practices in fiscal operations, financial management, and human resources and personnel
- Knowledge and experience in one or more of the following areas: education, community services, tribal preservation, and criminal justice
- Must be computer literate, have excellent analytical, oral, written, and organizational skills
- Must have excellent interpersonal, written, and verbal communication skills
- The ability to respond effectively to sensitive inquiries and complaints
- The ability to utilize professionalism and diplomacy with those who may be experiencing high degrees of stress
- The ability to maintain confidentiality with tribal members, government operations, and staff
- The ability to communicate effectively with tribal members and staff members from a variety of backgrounds (professional, technical, clerical, etc.)
- The ability to provide leadership by
  - Being a strategic visionary with sound technical skills, analytical ability, good judgment, and strong operational focus
  - Being well organized and self-directed, politically savvy, and a team player
  - Being an intelligent and articulate individual who can relate to people at all levels

- Being a decisive individual who possesses big picture perspective
- The ability to gather, assemble, and analyze facts, draw conclusions, and devise solutions to management problems;

**Minimum Qualifications:**

Educational

- Bachelor's degree in Business Administration, Public Administration, or Accounting with an emphasis in management required.

Experience

- Minimum of five years' experience in supervisory management with increasing administrative responsibilities
- Experience managing a minimum of 100 employees, including direct supervision of at least 10 employees

Substitutions

- Any combination of related education and experience will be considered if the candidate possesses the demonstrated ability

**Preferred or Desirable Qualifications:**

- Master's Degree preferred

**Special Requirements:**

Must adhere to STRICT CONFIDENTIALITY in reference to all UAIC information in trust and confidence and shall not disclose any confidential information to any third party without the written consent of the Tribal Administrator.