



TRIBAL ADMINISTRATOR Job Responsibilities

The Tribal Administrator is responsible for the overall management of Tribal daily operations of the Native Village of Georgetown which includes implementing Tribal Policies and overseeing daily administration. He or she investigates new revenue sources, ensures the accountability and safeguarding of Native Village of Georgetown's assets. He or she will ensure that tribal needs and goals are met. The Tribal Administrator may act as the Village's representative at meetings in the absence of Council Members. Other duties include, but are not limited to:

General Administration

- Managing the tribal office
- Developing tribal ordinances and policies
- Ensuring tribal enrollment is up to date and accurate
- Attending meetings and conferences
- Managing tribal social media accounts

Tribal Council Liaison

- Arranging meetings of the 5-member Tribal Council
- Taking minutes at all Council meetings
- Reporting to the Council monthly on the progress of tribal operations
- Acting as the Tribal Court Clerk
- Acting as a de facto member of tribal committees
- Participating in long-range tribal planning

Financial Management

- Creating annual budgets
- Reviewing financial reports and statements for accuracy
- Assuring compliance with Uniform Guidance, any and all relevant federal and state regulations
- Providing timely and accurate information to the accounting staff

Supervision of Staff

- Hiring and recruitment of new staff members
- Managing and supervising of staff members
- Completing performance reviews
- Setting employee compensation in accordance with established tribal pay scale

Program Oversight

- Ensuring the continued success of programs through supervision of staff and financial management of program funds
- Acting as a liaison between the Tribe and various State, Federal, and private agencies
- Developing workplans and monitoring their implementation
- Developing proposals and applying for grants
- Participating in meetings with stakeholders and partnering agencies

Contract Management

- Reporting and compliance
- Negotiating contracts
- Filing and records management
- Ensuring that requirements for all grants and contracts are adhered to
- Drawing down funds
- Conducting an annual inventory of tribal property

Applicant Expectations

The right person for the job will have the following experience and qualities:

- Bachelor's degree with an emphasis in Business Administration, Public Administration, Accounting, or another related field. Master's degree preferred.
- Experience in tribal or nonprofit management
- Professional writing skills
- Demonstrated proficiency in financial management
- Experience proactively, positively managing others
- An understanding of Alaska Native cultures and politics (Knowledge of Western Alaska and Middle Kuskokwim region preferred)
- Can work independently and as part of a team
- Ability to use discretion and independent judgment with respect to matters of significance
- Honesty and integrity
- Strong organizational skills
- Ability to type and use a computer
- Public speaking skills
- Ability to travel as needed

Salary: \$70,000 + Benefits

Preference will be given to tribal members of the Native Village of Georgetown, Alaskan Natives and Native Americans per P.L. 93-638

Please email resumes & contact information to: info@georgetowntc.com