

# NATIVE VILLAGE OF NUIQSUT JOB DESCRIPTION

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**JOB TITLE:** Tribal Administrator  
**REPORTS TO:** President  
**SUPERVISORY:** Yes  
**WORK SCHEDULE:** 8:30 am to 5:00 pm Monday through Friday  
**POSITION TYPE:** Exempt  
**DATE:** September 1, 2023

## POSITION OVERVIEW:

This position is based in Nuiqsut, Alaska with some travel required. This position will oversee administrative management and functions and assure they are implemented in accordance with the policies and procedures established by the Tribal Council and in compliance with appropriate tribal, federal, and state laws and regulations; and will provide effective management for administration, tribal enrollment, adult education, higher education/adult vocational training, and direct employment. This position will supervise the Home Makers Program employees and will provide support services and needs for our Tribal Citizens.

## ORGANIZATIONAL RELATIONSHIPS:

The Tribal Administrator is accountable to the Tribal Council for the performance of assigned duties and responsibilities. This is a management position and will have supervisory responsibilities over the Administrative Assistant, Enrollment Specialist, Home Makers, and Secretary/Receptionist and other administrative positions as they are developed.

## SUPERVISORY DUTIES AND RESPONSIBILITIES:

- Responsible for work scheduling, daily production output in both quality and quantity, work safety practices, work records and time reports for various projects.
- Direct and assist in the establishment and maintenance of records, files, and data information systems, including but not limited to the required, personnel and normal administrative records.
- Assign specific duties and responsibilities to subordinates, reviews and evaluates their performance at least annually, and executes appropriate changes in HR records.
- Responsible for onboarding and offboarding of assigned employees as necessary to accomplish the goals and objectives of the Tribe.
- Ensures that the tribal office is staffed between 8:30 am and 5:00 pm, Monday through Friday and maintains safety parameters, with concerns or incidents documented.

## PROGRAM MANAGEMENT DUTIES:

- The Tribal Administrator shall be responsible for implementing, monitoring, evaluating, and ensuring the quality control of diverse services that relate to
  - a) determining employability and eligibility of Tribal Citizens for higher education,
  - b) finding appropriate education programs for Tribal Citizens in need,
  - c) monitoring and evaluating the effectiveness of the programs,
  - d) screening applicants for educational assistance, and
  - e) developing appropriate means by which the Tribe can meet all Bureau regulations for carrying out these programs.
- Follow the regulations and guidelines of the Higher Education program using appropriate eligibility criteria.
- Complete Employability Development Plan for clients in need of assistance, and ensure files adequately record these plans.
- Provide information to enable eligible students to continue their education and training beyond high school, offer guidance and counseling services to individual students in preparing for higher education; and assist students in processing application forms and requests for financial assistance.
- Gather, maintain, verify, and report data needed for the Tribe to comply with all BIA regulations, evaluate the higher education program, and improve services over time to include implementation, interpretation, and modification of the Tribal Council's management systems.
- Follow the regulations and guidelines of BIA programs focused on Adult Vocational Training, and Direct Employment, using appropriate eligibility criteria for each.
- In close cooperation with the Tribal Council, determine needs, evaluate current services, and makes recommendations concerning needed changes. Develop procedures for those changes being implemented.
- Provide and coordinate the provision of Adult Education, Direct Employment Assistance, Employment Rights Counseling, Job Development with local business and governmental agencies, and Job Referral.
- Manage the NSB Homemakers Program in accordance with program guidelines.
- Ensure all reporting narratives are submitted on time.

## EXECUTIVE, TRIBAL COUNCIL AND GOVERNANCE DUTIES:

- The Tribal Administrator will always present and represent the Native Village of Nuiqsut professionally in and outside of the Tribal Council Office and will follow policy to provide standards and guidance for all staff. The Tribal Administrator will conduct themselves

professionally on social media platforms regarding the business, employees, Tribal Council, Tribal Citizens, and services of the Native Village of Nuiqsut.

- Attend all Tribal Council meetings to present information as requested, when requested by the Tribal Council or President, represents the Tribe at meetings and conferences; calls for, and conducts, staff meetings, as needed. Ensures that monthly council meetings are prepared including that Council Members receive all agenda disbursement one week prior to the council meeting (both electronically and hard copies), that council meetings are efficiently scheduled, and reminders submitted.
- Manage administrative budget.
- Coordinate with other local staff in providing various services which will improve the wellbeing of our Tribe and Tribal Citizens. This may include in-person community event planning or meeting the memorial and emergency needs of Tribal Citizens.
- Inform the community and our Tribal Citizens regularly about current matters through social media, website, and recurring newsletters.
- Take-in and report concerns or issues from Tribal Citizens related to the services and governance provided by the Native Village of Nuiqsut.
- Complete or delegate updates to tribal enrollment, develop new enrollment ordinances and enrollment policies and procedures for approval either through council procedures or updates to appropriate governing documents.
- Coordinate the repair, renovation and maintenance of property and equipment. Enforce authorized uses of vehicles and equipment; maintain records of use and repair needs.
- Performs all other duties and responsibilities as assigned by the Tribal Council.

#### KNOWLEDGE, SKILL, AND ABILITIES:

- Ability to present professionally both publicly and in writing and meet with diverse groups.
- Knowledge of the federal government/Alaska Native relationship.
- Familiarity with program management.
- An understanding of tribal organic documents, basic knowledge in election procedures, ability to assist in drafting resolutions and conducting meetings.

#### REQUIRED QUALIFICATIONS:

- A minimum of a high school diploma with a combination of seven (7) years of administration and program experience.
- Driver's license and clean driving record (seven years with no infractions).
- Ability to communicate effectively, both orally and written.

- Demonstrated dependability, professionalism, maturity, and judgement in performance of duties.
- Ability to pass a criminal background check.
- Consistent and dependable attendance is a mandatory requirement of this position.

DESIRED QUALIFICATIONS:

- A minimum of five (5) years of experience working with, or for, a tribe or tribal organization.

Under the authority of P.L.93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications pursuant to the Tribe's Personnel Policies and Procedures.