

**NATIVE VILLAGE OF ATKA
TRIBAL ADMINISTRATOR JOB DESCRIPTION**

I. SUMMARY

The Tribal Administrator, under the direct supervision of the Council President, directs, plans, organizes, coordinates, and manages the programs and general operations of the Tribe, within the available resources, as directed by the Tribal Council. The Tribal Administrator carries out the goals and objectives of the Tribe utilizing policies and procedures and is responsible for the daily operations of the Tribe.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Administration

- Supervise department heads, administrative staff, and as vacancies occur among director positions, any staff the director supervised. Provides Human Resources Management.
- Ensure that Policies, Personnel Handbook and other policies and procedures are followed; coordinate with staff to ensure that appropriate training, as opportunities and funding for such are available, is pursued by staff.
- Maintain professional oral and written communication with consultants, accountants and other agents of the Tribe.
- Maintain ability to adopt and adapt to on-going initiatives and support and maintain direction provided by the President and Council.

B. Budgeting

- Prepare draft annual budget in a timely manner for Council to review/approve in collaboration with the accountants and department heads prior to fiscal year end.
- Manage and/or assist staff to manage existing departmental compact-funded, grant-funded or enterprise programs and program budgets.
- Administer the approved operating budget by monitoring expenditures and recommending justifiable changes to the Tribe's structure and goals. Take corrective action as necessary to stay within the approved operating budget.
- Ensure fiscal accountability and responsibility. Ensure the accountant provides accurate financial reports; work with the Council to ensure audits are submitted to the federal government on the timeline dictated by the federal government when required.
- Work with accountants and auditors to ensure annual review of indirect rate negotiations.

C. Grants

- Work with Departments to identify and pursue funding for tribal programs and services.
- Review grants written by the various departments that seek to enhance or continue the operations/programs of that department. Ensure that the most professional application possible is submitted.
- Present and negotiate funding proposals with local, state, federal, and private organizations for review and approval by Council.
- Initiate and negotiate contractual agreements with various local, state, federal, private agencies and other funding sources; execute contracts and other commitments as authorized or delegated by the Tribal Council. Obtain final approvals from Council.
- Ensure compliance with tribal, state, and federal requirements of grants regarding expenditures and reporting.

D. Tribal Council/Committees

- Ensure appropriate staff provides staff support/coordinates with the President and Committees established by the Tribal Council, and recommendations from the Committees are forwarded to the Council in a timely manner.

E. General Duties

- Refer Tribal members requesting services to the appropriate department.
- Work with the Council and appropriate directors to develop, review, and revise policies and procedures for existing and new programs and services as need arises.
- Establish, with input from the Council, long-term and short-term organizational goals and objectives. Work with staff to prepare and submit annual strategic planning documents to incorporate into the Council's annual strategic implementation plan; ensure departments know and understand and work to accomplish the Council's long-term and short-term organizational goals and objectives. Review the goals/objectives with staff annually. Ensure staff submits on a biannual basis (mid-year and end of the year) progress reports to the Council, which are reviewed with the Council, as appropriate, during meetings and retreats.
- Ensure staff operates programs efficiently and effectively and that goals/objectives are met on an annual basis.
- Represent Tribe and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Members, the general public and the media. Treat Tribe Council, staff, tribal members, and the general public in a respectful manner. Maintain positive staff morale. Ensure overall professionalism, effectiveness, and efficient management of staff. Maintain confidentiality of Tribe and its Council and Administration.

F. Meetings, Reports and Other

- Host required staff meetings on a regular basis, providing staff with updates to programs, policies, training opportunities, etc.
- Attend Tribal Council meetings, special meetings, work sessions, executive sessions, and any government-to-government meetings with any other governmental agency staff meeting requested by governmental agencies. Attend other meetings as scheduled or requested by the Council. Provide written reports to Council on all meetings attended.
- Prepare monthly written reports of activities to the Council. In collaboration with accountant, prepare monthly budget reports for the Council.
- Receive, review/edit and route monthly reports from Program staff to the Council.
- Prepare annual updates (quarterly if appropriate) on activities to appear in the Tribal newsletter.
- Other duties as assigned by the Council.

III. MINIMUM REQUIREMENTS

Knowledge of and experience in tribal governance planning and development and coordination of tribal projects and programs, successful grant writing and application experience, contract development, records maintenance, public, community and village outreach and education, leadership and human resources.

Education:

Bachelor's degree preferred, or 10+ years' relevant experience in a supervisory position.

Experience:

- Demonstrated experience with tribal organization budgets.
- Previous experience directly supervising minimum of five (5) employees or management of an agency/tribal government that employs at least five (5) employees.
- Successful contracting experience in writing and managing grants and contracts

Knowledge, Skills and Abilities:

- Demonstrated advanced organizational leadership skills
- Demonstrated knowledge of the Single audit process and timelines.
- Knowledge of Self-Governance funds, policies, and requirements.
- Knowledge of office practices and procedures with demonstrated advanced computer skills and willingness to establish and maintain Tribal government website and social media presence.
- Ability to balance competing priorities to achieve goals.
- Ability to work independently, under pressure with minimal supervision.
- Ability to comply with confidentiality requirements.

- Ability to understand, analyze and interpret financial reports.
- Proven ability to provide strong, professional, effective communication to Council, staff, tribal membership and other contacts of the Tribe.
- In previous employment, demonstrated ability to be a reliable employee, eligible for re-hire.

Contacts, Environment and Travel:

- Regular contact with Council President, department heads, tribal leaders, accounting and procurement staff, contractors and consultants.
- The Tribal Administrator is required to work both in the office and at outside work sites.
- Meetings and training sessions are required as directed by the Council President and Council.
- Ability to travel to Atka is required, for annual and council meetings, and regularly as needed.

IV. PREFERRED KNOWLEDGE

- Understanding of the Native community of the Tribe.
- Previous experience working for a tribal government.
- Previous experience overseeing and promoting Tribal Economic Development.
- Understanding of natural/cultural resource protection enhancement and development.

V. PREFERENCE

Native preference in hiring applies.

VI. ADDITIONAL

Criminal Background Check

This position requires a criminal background check. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence.
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness.
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child or any individual.

If qualified, please provide a resume and cover letter to aang@atkatribes.org.