

# GULKANA VILLAGE COUNCIL

**EILEEN L. EWAN**  
PRESIDENT

**TERI NUTTER**  
VICE PRESIDENT

---

PO Box 254 ♦ Gakona, AK 99586 ♦ Ph: 907-822-3746 ♦ Fax: 907-822-3976 ♦ Email: Admin@GulkanaCouncil.org

---

**TITLE: TRIBAL ADMINISTRATOR**  
**SUPERVISED BY: Gulkana Village Council**  
**HOURS: Full Time**  
**SALARY: Depending on Experience**

**GENERAL DESCRIPTION:** Under the supervision of the Gulkana Village Council, the Tribal Administrator is responsible for overall tribal management including administration, financial management, human resources, and program/project management. The Tribal Administrator provides support and guidance to all tribal programs including cultural, youth and education, emergency services, environmental protection, housing improvement, ICWA and social services, transportation planning, economic development and other contracted and/or grant programs. This will also include preparing contracts for consultants, supervising, and assigning tasks to staff, coordinating resources, reviewing, and revising documents, conducting meetings, monitoring fiscal requirements, tracking work plan progress, and preparing oral and written reports.

This position shall be the chief representative of the Gulkana Village Council to the public, local, state or other federal agencies. The Tribal Administrator will maintain a professional appearance, attitude and working environment for the Tribe, its employees, and its Tribal Members. All work shall be in compliance with Tribal and applicable Federal laws.

The Tribal Administrator will supervise the staff and administrate the following programs:

- ICWA
- TIWAHE
- BIA Program Management
- Ahtna Shareholder Hire
- State CAP
- EPA IGAP
- Self-Governance Program

The Tribal Administrator will supervise the Program Managers for the following programs:

- NALEMP
- Fire Fuels
- Transit Program
- IRR Road Maintenance
- Library
- Water-Sewer Facility
- Maintenance Staff

## **DUTIES AND RESPONSIBILITIES:**

### **Staff**

- Manage and direct tribal government staff.
- Coordinate department head meetings to obtain progress reports on a monthly basis.

*Job Description:* Office Manager

- Oversee and conduct performance evaluations of tribal staff.

**Programs**

- Administer, oversee, and implement all grants, programs, policies and services approved by the Tribal Council and monitor to ensure overall goals and objectives are accomplished.
- Evaluate the effectiveness of programs, identify administrative problem areas, prescribe, and monitor corrective action plans.
- Interface with grant agencies and staff to assure programs are managed in compliance with applicable regulations and Tribal policies and operating procedures. Take corrective action when problems are identified.
- Ensure program reports to federal agencies are submitted in a timely and efficient manner.
- Monitor outcomes and evaluations to ensure departments are meeting goals and standards.

**Financial Responsibilities**

- Identify and seek new funding opportunities to meet the Tribe's goals and objectives.
- Work with the fiscal officer and the Tribal Council to establish budget priorities, prepare annual budgets, and monitor expenses on a monthly basis. Ensure that funds are spent in accordance with established ordinances, goals, priorities, grant awards, and program policies and procedures.
- Ensure financial reports to federal agencies are submitted in a timely and efficient manner.
- Assist in developing contracts for services and advertising bids for contracted services.
- Assist in negotiating Tribal Council approved contracts, leases, and grant agreements.
- Monitor and enforce internal financial policies and procedures.

**Other Duties**

- Attend local, state, and national meetings and workshops as needed.
- Maintain confidentiality of records and information.
- Establish and maintain effective working relationship with employees, consultants, and Tribal Membership
- Assess the needs of the membership and community and plan for service delivery to meet those needs.
- Provide administrative and logistical support to the Tribe's Election Committee in conducting tribal elections.
- Keeps Tribal Council aware of issues brought by tribal membership.
- Assists with the coordination of General Council meetings.
- Coordinate community program.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA or BS degree in Business or Public Administration or related degree with five years of verifiable, successful work experience as an administrator or in a position of equal level or responsibility; OR

***Job Description:*** Office Manager

- A minimum of five years in administration and/or combination of education, training, and experience equal to five years of successful administration experience or in a position of equal responsibility.
- Experience in the area of Indian affairs or Tribal Government.
- Ability to multi-task, prioritize projects/tasks, and have excellent management, planning, and organizational skills.
- Experience with computers -spreadsheets, word processing.
- Must have excellent analytical, oral, and writing skills, and have working knowledge and understanding of current Tribal and federal laws and regulations.
- Should be able to effectively make public presentations when required.
- Must have a valid Alaska Driver's License and personal transportation and be insurable to drive company vehicles.
- Must be able to take directions from the Tribal Council and effectively communicate those directions to staff.

The Tribal Council may consider and waive certain qualifications based on an evaluation of experience of the individual applicant. All employment at Gulkana Village Council is 'at will'. Meaning that employment may be terminated at any time and for any reason by the employee or GVC.

**Alcohol & Drug Free:**

The Gulkana Village Council practices strict adherence to an alcohol and drug free workplace. Gulkana Village voted in 1997 to become a "dry" village under AS 4.11.491 and related statutes. State law prohibits the sale, transportation, possession, or consumption of alcohol within Village boundaries. Position requires and is subject to FTA random drug testing of employees.

**ADDITIONAL INFORMATION**

The Gulkana Village Council invites any interested, qualified individual to apply. Gulkana Village Council exercises Native preference in hiring pursuant to Public Law 93-638.