



Position Description

Job Title:	Tribal Administrator
Reports To:	Tribal Chairman (Direct Report)
Supervises:	Administration staff, Director of Finance, Director of Environmental Planning and Protection, Cultural Director, Community Services Director, Economic Development Director
Classification:	Executive
Anticipated Starting Salary:	DOE (Exec 3) Full-time, benefit-eligible

Position Summary

The Tribal Administrator (TA) serves as the administrative head for the Mechoopda Indian Tribe of Chico Rancheria's (Tribe) governmental operations. Under the direction of the Tribal Council, the TA plans, implements, and evaluates the activities, operations, programs, and services of the Tribe. Additionally, the TA works with the directors to develop programs and seek potential funding sources. This is a public-facing position and performs high-level administrative, executive, technical, and professional work in directing and supervising the affairs of the Tribe. The TA is responsible for enforcing and carrying out all applicable laws, rules, regulations and policies. Additionally, working with the Director of Finance the TA supervises the administration of the annual budget. The TA also performs other related work as required by the Tribal Council. This position reports to the Tribal Chairman, under the direction of the Tribal Council.

Responsibilities may include, but are not limited to:

- Work closely with the Tribal Council on the development of strategic planning, goals, and objectives to ensure administrative objectives focus on Tribal member and community needs and that Tribal members are afforded the opportunity to participate in Tribal Government
- Provide recommendations and advice for the Tribal Council on matters pertaining to services, needs, and issues related to Tribal affairs; keep Tribal Council apprised of state and federal regulatory agency questions and issues
- Oversee all day-to-day operations in accordance with Tribal Council direction by supervising Directors and Administration Department in carrying out the objectives of the Tribe
- Oversee all human resource functions including staff recruitment, development, and retention; maintaining accurate job descriptions, and serving on the Personnel Committee, and make recommendation of staffing needs to Tribal Council when

necessary

- Manage the application and award processes of grant funding including identification of potential funding sources, development of grant budgets, and coordination of required reports for the Bureau of Indian Affairs 638 Consolidated Tribal Program and any other federal grants as needed or directed by the Tribal Council
- Maintain organizational stability through continuous review and development of standards, controls, procedures and Tribal Policies
- Attend and oversee administrative functions of the Tribal Council meeting agenda, including development of annual calendar, video conferencing, agenda packets and reports and ensure that meeting minutes and Council Resolutions are properly maintained
- Establish and maintain an open, effective, and professional work environment, reflective of the relationships with all employees, Tribal members, government officials, community and business representatives, and the general public
- Review and prepare the Tribal Government staff's healthcare benefits and commercial insurance applications, including schedule of capital equipment and vehicles, on an annual basis making appropriate recommendations to the Tribal Council prior to submission
- Serve as the Tribe's primary Custodian of Record Information for receiving and adjudicating background check results
- Oversee and manage the annual General Membership meeting
- Provide informational technology support for staff and Tribal Council as needed
- Maintain privacy and confidentiality of sensitive information
- Other relevant duties as directed by the Tribal Council

Minimum Qualifications

These entry qualifications would normally be obtained through completion of an accredited master's degree program (or its equivalent) in public or business administration, finance, or a related field, combined with at least five years' experience supervising employees:

- Demonstrated experience working in a complex organization with multiple levels of reporting
- Demonstrated experience managing grants (private, state, or federal) or non-profit programs
- Demonstrated experience supervising, directing, and evaluating the work of multiple employees
- Demonstrated problem-solving ability
- Demonstrated ability to work cooperatively and effectively with external partners and stakeholders on local, state, and federal levels
- Demonstrated ability to work respectfully and effectively with staff and community members of various backgrounds and demeanor
- Demonstrated ability to analyze, interpret, summarize, and present administrative, financial, and technical information to multiple audiences
- Demonstrated ability to communicate effectively verbally and in writing
- Demonstrated ability to effectively utilize appropriate software applications such as MS Office (Word, Excel, Outlook, PowerPoint), Google Suite (Docs, Sheets, Forms, Slides), and video conferencing (i.e., Zoom)
- Ability and willingness to work extended hours to perform the functions of the position

Preferred Qualifications

- Six years of experience supervising regular, benefit-eligible employees
- Experience working in a Tribal government or similar organization
- Knowledge of current social, political, educational, and economic trends, problems, rules, and regulations typical of tribal government
- Two years' experience working in a human resources capacity (i.e., oversight of recruitment, evaluation, retention process and policies; organizational structure development)
- Experience working on capital projects

Additional information

- This work involves long periods of sitting and/or standing and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items (up to 20 lbs.).
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 24 U.S. Code, Section 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian Heritage.
- Must possess a valid driver's license (DMV printout required) within 30 days of hire and be willing to travel as necessary during or after work hours
- Must be eligible for coverage under the Tribe's vehicle policy
- All offers of employment are contingent upon:
 - Successful completion of background and reference checks

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.