

JOB ANNOUNCEMENT

POSITION: **Tribal Administrator**
PROGRAM: **Tribal Administration**
SUPERVISOR: **Chief Executive Officer**
DIVISION: **Tribal Administration**
GRADE: **Grade 29, Step 01: \$30.25 – Grade 34, Step 01: \$35.58 per hour (DOE)**
CLASSIFICATION: **EXEMPT**
BUDGET LINE ITEM: **40-8000-0000-20-6000**
LOCATION: **Owyhee, Nevada**

OPENS: July 21, 2020

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS: This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. This position oversees the fiscal management of the Tribal Administrator's

Office for the Shoshone-Paiute Tribes and must meet the conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle (Unless excepted under the provisions of the American Disabilities Act).

JOB FUNCTION:

Under the director supervision of the Chief Executive Officer, the Tribal Programs Administrator shall be responsible for monitoring and carrying out the administrative functions of the Shoshone-Paiute Tribal Programs.

SPECIFIC DUTIES:

1. Plan and carry out the administrative phases of grant processes.
2. Responsible to ensure compliance with Tribes' adopted management manuals and policies and other applicable Federal guidelines in the administration of Grants and Contracts.
3. Effectively communicates with representatives of Federal and State agencies as necessary in the administration of Grants and Contracts.
4. Responsible for the supervision and monitoring of the progress of program objectives as specified in Grants and Contracts.
5. Reviews Grant and Contract applications and reapplications for compliance with all regulations and for the delivery of measurable products or services, prior to presentation to the Business Tribal Council.
6. Prepares correspondence for the Chief Executive Officer relating to Grants and Contracts and other correspondence as directed by the Tribal Business Council.
7. Holds regular meetings with the Chief Executive Officer to report on the status of Contracts and Grants and other major program activities and problems. Attends Tribal Business Council meeting and reports as necessary to the Tribal Business Council.
8. Oversees the operation of the BIA Self-Governance Programs in conjunction with the CEO.
9. Has direct supervisory responsibility over all programs under the Tribal Program Division.
10. Will perform other related duties as assigned by immediate supervisor.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Business or Public Administration or a related field.
 2. Must be familiar with Federal and State regulations related to Grants & Contracts Administration.
 3. At least three (03) years' experience in the area of Administration of Federal and State programs.
 4. Must have knowledge of the Indian community, its needs and organization (preferred).
 5. Must be able to communicate effectively and relate to the Indian community, Tribal leaders, as well as representatives of Federal and State agencies.
 6. Any combination of experience or training, which would indicate capability and required knowledge in the administrative area, maybe considered.
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