Shoshone-Paiute Tribes, P.O. Box 219, Owyhee, NV 89832, (208) 759-3100, Fax: (208)277-1890
Website: www.shopaitribes.org; Human Resources Email: hr@shopai.org

JOB ANNOUNCEMENT

POSITION: Tribal Projects & Natural Resources Administrator
PROGRAM: Projects and Natural Resources Department
SUPERVISOR: Chief Executive Officer
DIVISION: Tribal Administration
GRADE: $94,577.60 - $114,961.60 Annually (Grade 33-37, Step 01)
CLASSIFICATION: EXEMPT
LOCATION: Owyhee, Nevada

OPENS: October 2, 2026 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.

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 direct supervision of the Chief Executive Officer, the Tribal Projects & Natural Resources Administrator shall be responsible for monitoring and carrying out the administrative functions of the Shoshone-Paiute Projects & Natural Resources Programs.

SPECIFIC DUTIES:

1. Reviews deliverables prepared and gives direction.
2. Prepares for agency reviews and quality assurance procedures.
3. Tracks and reports hours and expenses as required by project scope.
4. 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 Council.
5. Analyzes project profitability, revenue, margins, bill rates and utilization.
6. Understands basic revenue models, profit/loss, and cost-to-completion projections and makes decisions accordingly.
7. Has direct supervisory responsibility over all programs under the Tribal Projects & Natural Resources Division.
8. Leads Proposal Effort including completing project scoping and assessments.
9. Possesses understanding in the areas of computer application programming, database, blueprints and system design.
10. Will perform other related duties as assigned by immediate supervisor.

MINIMUM QUALIFICATIONS:

1. Master's degree in Business or Public Administration or related field, preferred.
2. Bachelor's degree in Business or Public Administration or a related field.
3. Must be familiar with Federal and State regulations related to Grants & Contracts Administration.
4. At least four (4) years' experience in the area of Administration of Federal and State programs.
5. Must have knowledge of the local native community and it's needs/organization.
6. Must be able to communicate effectively and relate to the Indian community, Tribal leaders, as well as representatives of Federal and State agencies.

7. Any combination of experience or training, which would indicate capability and required knowledge in the administrative area, maybe considered.