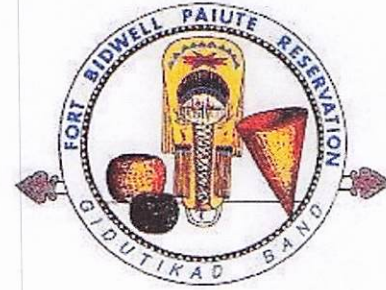


**Fort Bidwell Indian Community Council**  
**130 Mee Thee Uh Road • P.O. Box 129**  
**Fort Bidwell, CA 96112**  
**email: admin@fbicc.com**



## **JOB ANNOUNCEMENT**

**Position Title:** Tribal Administrator  
**Department:** Tribal Administration  
**Reports To:** Tribal Council  
**Classification:** Exempt/Full Time  
**Salary:** Depending on Experience

### **POSITION SUMMARY:**

Under the supervision of the Fort Bidwell Indian Community 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 Fort Bidwell Indian Community to the public, local, state or other federal agencies in the absence of the Tribal Chairperson or other Tribal Council members.

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.

### **DUTIES AND RESPONSIBILITIES:**

#### **Tribal Council**

- Work with the Tribal Council to plan, implement and oversee activities, projects and/or programs that serve the needs of the general membership
- Assist in the development of short- and long-range plans.
- Provide reports regularly to the Tribal Council concerning the status of all assignments and projects of the various programs and activities, assist in establishing program objectives and meeting deadlines, preparing resolutions, ordinances, contracts, budgets, reports and other support documents as needed.
- Advise the Tribal Council and Personnel Committee regarding all staff hiring and firing decisions and exercise delegated authority to make those decisions where appropriate.
- Perform other related duties as directed by the Tribal Council.
- Provide administrative and logistical support to the Tribal Council and its committees
- Serve as primary liaison and advisor for the Tribal Council on day-to-day operations of the Tribal government.
- Act as a liaison between the Tribal Council and staff.
- Work with the Tribal Council to establish current and long-range goals and objectives.
- Prepare agendas and staff Tribal Council meetings.
- Assist the Tribal Council in preparing for public appearances and General Council meetings.
- Represent the Tribe at external functions as directed by the Tribal Council.

### **Tribal Office Staff Administration**

- Manage and direct tribal government staff.
- 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.
- Coordinate department head meetings to obtain progress reports on a monthly basis. Evaluate the effectiveness of programs, identify administrative problem areas, prescribe and monitor corrective action plans.
- Identify and seek new funding opportunities to meet the Tribe's goals and objectives. Grant writing and management experience required.
- 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 and program reports to federal agencies are submitted in a timely and efficient manner.
- 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.
- Assist in developing contracts for services and advertising bids for contracted services.
- Assist in negotiating Tribal Council approved contracts, leases, and grant agreements.
- Attend Personnel, Housing, and Economic Development Committee meetings as required and maintain minutes.
- Oversee and conduct performance evaluations of tribal staff.
- Attend local, state, and national meetings and workshops as requested.
- Direct development of a quarterly newsletter and assist with its completion.
- Maintain confidentiality of records and information.
- Perform executive-level planning, organizing, directing, and evaluation of tribal departments and programs.
- Monitor outcomes and evaluations to ensure departments are meeting goals and standards.
- Review operating results, compare them to established objectives, and take steps to ensure that the appropriate measures are taken to correct unsatisfactory results.
- Monitor and enforce internal financial policies and procedures.
- Establish and maintain effective working relationships with employees and consultants

### **Tribal Membership**

- Assess the needs of the membership and community and plan for service delivery to meet those needs.
- Assist tribal members in resolving concerns with tribal programs, policies, and staff.
- Provide administrative and logistical support to the Tribe's Election Committee in conducting tribal elections.
- Meet with Tribal members and try to resolve issues or needs
- Act as a liaison to tribal membership when issues arise
- Ensure staff treats tribal membership respectfully and follows up on requests
- Keeps Tribal Council aware of issues brought by tribal membership
- Assists with the coordination of General Council meetings
- Establish and maintain effective working relationships with Tribal Members
- Meet with Tribal Members in a polite and businesslike manner

### **Economic Development**

- Assist in the identification, evaluation and development of Economic Development projects.
- Coordinates meetings with potential economic development opportunity partners
- Assists the Economic Development Committee as needed

### **NON-ESSENTIAL DUTIES**

Completes other duties as assigned by Tribal Council.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA or BS degree in Business or Public Administration or related degree with three years of verifiable, successful work experience as an administrator or in a position of equal level or responsibility; OR
- 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.
- Knowledge and experience in audit preparation, financial management, government fund accounting, human resources/personnel/employee supervision, and grant and contract management.
- Ability to multi-task and have excellent management, planning, and organizational skills.
- Experience with computers - spreadsheets, word processing.
- Must be bondable.
- Receive and properly carry out instructions; meet with Tribal Members in a polite and businesslike manner; and establish and maintain effective working relationships with employees and Tribal Members.
- 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 valid California Driver's License and personal transportation and be insurable to drive company vehicles.
- The Tribal Council may consider and waive certain qualifications based on an evaluation of experience of the individual applicant.
- Must have the ability to multitask and prioritize.
- Must be able to take directions from Tribal Council and communicate those directions to staff.

## **COMPETENCIES:**

- **Analytical** – Synthesizes complex or diverse information; Uses intuition and experience; Designs workflows and procedures.
- **Problem Solving**- Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management**- Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Delegation**- Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Managing People**- Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies Tribal Council feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit. Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports

everyone's efforts to succeed.

- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen**- Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Cost Consciousness** - Works within approved budget; Contributes to surpluses and revenue; Develops and implements cost saving measures; Conserves organizational resources.
- **Diversity** - Shows respect and sensitivity for cultural differences promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Judgment**-- Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning /Organizing**- Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism**- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Cultural Competency** – Understands the Tribe has cultural laws and responsibilities to its people and is respectful of the Fort Bidwell Northern Paiute Gidutikad Band culture and traditions.

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit for long periods of time. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

## **HIRING PREFERENCE:**

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) and other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. Fort Bidwell Indian Community Council is an Equal Opportunity Employer (EOE).