

Position Description

Job Title: Tribal Administrator
Supervised By: Redwood Valley Reservation Tribal Chairperson/Tribal Council
Job Type: Full-Time, Salaried Position

Position Summary:

Under the general supervision of the Redwood Valley Tribal Council, the Tribal Administrator is responsible for the overall management and supervision of all administrative offices and staff including administration of all tribal programs and services, financial management, and program/project oversight. The Tribal Administrator works at the direction of the Tribal Council and its representative, the Tribal Chairperson, performing the duties necessary to ensure accountability, compliance and administration of all local, state, federal and other contracted grant programs and services. All work shall be in compliance with Tribal and applicable federal laws and regulation.

Responsibilities and duties include:

- Work with Council to plan, implement, and oversee activities, projects and programs that serve the needs of the general membership.
- Attends regular monthly and special meetings.
- Reports directly to the Tribal Council through monthly written reports;
- Prepare resolutions, contracts, budgets, reports and resolutions under the direction of the Tribal Council.
- Advise the Tribal Council regarding personnel issues including hiring and termination of employees and exercise delegated authority to make decisions as directed by Tribal Council.
- Perform other duties as directed by Tribal Council.
- Direct management and supervision of all tribal government staff.
- Administer, oversee and implementation of all grants, programs, policies and services approved by the Tribal Council and monitor to ensure accomplishment of goals and objectives.
- Develop contract and bid documents on behalf of the Tribal Council.
- Negotiate Tribal Council approved contracts, leases, and grant documents.
- Work closely with the Fiscal Manager to monitor and enforce financial policies and procedures and ensure fiscal accountability of all tribal assets.
- Attend local, state or national meetings and/or trainings as directed by the Tribal Council.
- Responsible for the securing the confidentiality and safety of all tribal documents including personnel records, contracts, budgets and other proprietary information.
- Establish and maintain effective working relationships with employees and contractors.
- Ensure the overall safety of all facilities and staff.
- Assess the needs of general membership to identify community needs and services.

- Establish and maintain effective working relationships with tribal members;
- Ensure that all tribal members are treated respectfully and work to resolve concerns, problems or conflicts.
- Act as the liaison between members and Tribal Council as needed.

Position Qualifications:

- Bachelor's degree in business, public administration or related field. In lieu of formal education, verified related experience will be considered.
- Knowledge and experience working with tribal governments, state and federal agencies.
- Knowledge and experience in audit preparation, financial management, government fund accounting, personnel management, supervision and management of staff, grant and contract management.
- Ability to work on and manage multiple projects and departments.
- Grantmaking skills are critical.
- Possess strong organizational, communication and planning skills.
- Must be able to understand, analyze and interpret tribal and federal laws and regulations.
- Possess computer skills necessary to generate reports, develop and monitor budgets, develop contracts, tribal documents such as resolutions and policy development.

Benefits:

- Employer paid medical/dental insurance; and life insurance.
- Paid holiday, vacation and sick leave
- 403 (b) Employee Contribution Plan

Hiring Process: Applicants must submit a both a Cover Letter and a Resume to the tribe via US mail:

**Redwood Valley Little River Band of Pomo Indians
3250 Road I
Redwood Valley, CA 95470**

OR via email: admin@rvrpomo.net

Preference in hiring is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S. Code, Section 472).