



## Hoplend Band of Pomo Indians Job Description

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<b>Position:</b>	Tribal Administrator
<b>Reports to:</b>	Tribal Council/Tribal Council Chair (when Council is not in session)
<b>Salary:</b>	\$80,000 - \$95,000 (Plus moving assistance provided)

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**Summary:** Plan, organize, coordinate, and administer, through management staff, all Tribal functions and activities; provide policy guidance and coordinate the activities of department heads and staff support; foster cooperative working relationships with community groups, inter-governmental agencies, Tribal staff and Tribal membership.

**Position Characteristics:** Administrative direction is provided by the Tribal Council of the Hopland Band of Pomo Indians (HBPI); responsibilities include the direct and indirect supervision of management, technical, and support services personnel. This position has overall responsibility for policy development, grant and contract compliance, program planning, fiscal management, administration, and operation of all Tribal functions, programs, grants, and activities. The incumbent is responsible for accomplishing the Tribe's Council and Department goals and objectives and for ensuring that the Tribe's membership is provided with desired and mandated services in an effective, cost-efficient manner.

**Essential Duties, Skills, and Demands of the Position:** *The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.*

**Duties:**

1. Plan, organize, coordinate, and direct through department heads, managers and support staff the work of the Tribe.
2. Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Tribe.
3. Work closely with the Tribal Council, committees and commission, a variety of public and private organizations, and community groups in implementing programs and projects to solve identified problems.
4. Advise the Tribal Council on issues and programs.
5. Prepare and recommend long-range plans for Tribal services and programs; develop specific proposals and/or grants for action on current and future Tribal needs.
6. Enforce the provisions of, contracts, grants, leases, agreements and Tribal franchises; make final interpretations of Tribal policies, regulations, or various ordinances and applicable laws to ensure compliance.
7. Handle membership appeals of lower level administrative decisions.
8. Direct the preparation and administration of the annual budget and capital projects for the Tribe; represent the Tribe in contacts with various governmental agencies, community groups, and business, professional, and other organizations directly or through subordinate staff.
9. Coordinate the preparation of a wide variety of reports or presentations to the Tribal Council or outside agencies.
10. Direct the selection, supervision, and the work evaluation of departmental personnel.
11. Direct the Tribe's employee relations, staff development and grievance procedures including directing and participating in labor negotiations.
12. Direct the development and implementation of management systems, procedures and the application of standards for program evaluation on a citywide basis.
13. Perform related duties as assigned and as noted in the HBPI Tribal Administrative Ordinance.

*The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.*

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

### Skills/Abilities:

1. Plan, organize, administer, and coordinate a variety of complex Tribal services and programs.
2. Select, motivate and evaluate staff and provide for their training and professional development.
3. Develop and implement goals, objectives, policies, procedures, work-standards, and internal controls.
4. Analyze complex technical and administrative socioeconomic, Tribal problems, evaluating alternative solutions and adopting effective courses of action.
5. Prepare clear and concise reports, correspondence, and other written materials.
6. Exercise sound, independent judgment within general policy guidelines
7. Communicate effectively both verbally and in writing.
8. Must possess the aptitude to operate computers, printers and/or other office equipment; proficiency in MS-Office Suite, MS-Access and Outlook.
9. Establish and maintain effective working relationships with those contacted in the course of the work.

### Physical Demands and Work Environment:

Employee is regularly required to; sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel, or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops.

While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations, codes and ordinances; observe performance and evaluate staff; problem solve tribal and community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with Tribal management, other governmental officials, contractors, vendors, employees and the public.

### Qualifications

#### Knowledge of:

1. Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.
2. Principles, practices, and programs related to the administration of Tribal functions.
3. Applicable legal guidelines and standards affecting Tribal administration.
4. Principles and practices of budget development and administration.
5. Funding sources impacting program and service development.
6. Social, political, and environmental issues influencing program administration.
7. Principles and practices of contract administration and evaluation.

Education/Experience: Master's degree is preferred. Minimum of a BA/BS degree from an accredited four-year college or university in public administration, business administration or related field; and, three to five years of experience in a management or administrative capacity which involved substantial contact with tribal governments or similar public agency settings. As required by the HBPI Administrative Ordinance, must have experience in a Tribal form of government. Experience in working with Tribal membership and community organizations is desirable.

Certifications/Licenses: Possession of a valid California Class C driver's license.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background investigation.

**To Apply: Mail your completed application and resume to: Hopland Band of Pomo Indians, Human Resources, 3000 Shanel Road, Hopland, CA 95449. Apply in Person: You can also submit your application and resume in person to the Human Resources office located at 3000 Shanel Road, Hopland, CA. The office is open from 9:00 am to 4:00 pm, Monday through Friday. Other ways to Get Position Listings and Applications: If you need a hard copy of an application mailed to you please email HR@hoplandtribe.com or call 707-472-2100.**