



# MOAPA BAND OF PAIUTES

MOAPA RIVER INDIAN RESERVATION

P.O. BOX 340

MOAPA, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

## JOB ANNOUNCEMENT

**Title:** Tribal Administrator  
**Supervisor:** Tribal Chairperson  
**Salary:** \$ DOE / DOQ  
**Status:** Salary / Exempt

**Opens:** October 28, 2019  
**Closes:** Until filled

### Job Summary:

The Tribal Administrator will ensure effective and efficient management of the government functions, departments, programs, 638 contracts, acts as a governmental liaison with other agencies, and performs all other duties as directed by the Tribal Council and the Tribal Chairperson in order to accomplish all administrative and organizational goals. The Tribal Administrator will direct the daily operations of the tribal government, administer tribal policies and procedures, financial obligations, and goals for government operations as defined by the Tribal Council.

### Duties:

1. Oversight and administration of Tribal Governments day-to-day operations in accordance with the approved organizational chart, including: Finance, Human Resources, Social Services, Environmental, Purchasing, Justice, Law Enforcement, Enrollment, Vocational Rehab, Education, Community Health Representatives, Transporters, Maintenance, Roads, Legal Services, and other positions.
2. Directs the development, management and reporting process of operating budgets in conjunction with the Chief Financial Officer, program managers, and department managers to ensure financial stability.
3. Directs, coordinates, supervises, coaches, and evaluates the overall performance of program managers, department directors, and is responsible for coaching, training, development, and discipline as needed.
4. Responsible for long and short-term planning, coordinates and implements programs, services and activities of government departments.
5. Responsible for developing, updating, implementing, administering and maintaining the governing documents and the Policies and Procedures Manual.
6. Determines methods and procedures for department and project accomplishments, staffing requirements, and allotment of funds to various government projects.
7. Responsible for approving all open requisitions, controls the allocation and use of personnel to ensure appropriate staffing for operations.
8. Acts as governmental liaison with community organizations, outside agencies, and other governments as required.
9. Reviews reports and records of Tribal activities to ensure that progress is being made to specific program objectives, modifies and changes methodology as required to redirect and attain government business objectives.

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**Applications available/accepted at:** Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025  
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended

10. Administration of grants not managed by Department Directors or other staff.
11. Ensures all departments and staff remain in compliance with applicable federal and program regulations, in conjunction with the Moapa Band of Paiutes Director of Human Resources.
12. Presents written monthly reports to the Tribal Council on program activities, status, and attends monthly and special meetings as requested by the Tribal Council.
13. Research additional funding resources to expand programs for the members of the Moapa Band of Paiutes, including submitting grants and contracts to funding agencies.
14. Effectively communicates policies, plans, progress reports, to small and large groups.
15. Must be able to use initiative and exercise independent judgment within general policy guidelines.
16. Maintain accurate records and files, and supervision of central government record keeping.
17. Interacts with Tribal Council, tribal committees, and tribal members.
18. Responsible for interacting with and providing assistance to tribal members.
19. Maintain effective working relationships with staff and tribal members.
20. Knowledge of Indian law and tribal sovereignty as it relates to tribal government operations.
21. Other duties as needed or required.

Requirements:

- Master's degree from an accredited college or university in Public Administration, Business, Planning, Management or related field OR a Bachelor's Degree with 10 years of experience.
- Five to ten years of experience in Tribal Government operations or other Tribal Employment.
- Five to ten years of demonstrated experience in a leadership position, including management of multiple departments, and supervising personnel.
- Demonstrated capability to interface and maintain effective relationships with Tribal Council, Tribal Committees, boards, outside agencies, governmental and program partners, departments and employees in a team-oriented environment.
- Must possess strong administrative, organizational, planning, communication skills as demonstrated through past work experience, and the ability to prioritize and multi-task responsibilities.
- Ability to read, analyze and interpret various reports and documents, including financial records, legal information, and application of complex federal regulations.
- Extensive experience working with the BIA and knowledge of IHS rules and regulations.
- Must have the ability to plan, coordinate and direct staff engaged in various professional, technical, and clerical functions.
- Ability to communicate effectively and persuasively both verbal and in writing.
- Must have working knowledge of tribal sovereignty, tribal government structure, general knowledge of tribal laws, customs, traditions, and the ability to work and promote Native American culture, language, traditions, and communities.
- Must be experienced in community development, planning, and budgeting.
- Must have experience drafting policies, procedures, and reports.
- Must exemplify a commitment to a positive and ethical tribal organization image, work environment, and a professional image to the public.
- Must have experience in planning, grant administration, and contract administration.
- Must have experience supervising or managing multiple programs/grants, and working with tribal councils or boards of directors.
- Must have experience in supervising personnel functions, financials, submission of contracts/grants to funding agencies, and grant administration
- Ability to exercise independent judgment complex situations with minimal supervision or direction.
- Knowledge of computer programs such as Microsoft Word, PowerPoint, Excel, and Outlook.
- Must be willing to work a flexible schedule including evenings, weekends, and holidays.
- Must have a valid Driver's License and be fully insurable under the Tribe's insurance policy.
- Must be able to pass a pre-employment background investigation.
- Must pass pre-employment alcohol/drug screening.