

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: April 12, 2024
FROM: Human Resources Department
RE: Tribal Administrator

The Human Resources Department is currently taking applications for a full-time Tribal Administrator. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabioxi.org and click on ‘Government’ located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, April 19, 2024 at 4.00 p.m.

Date and hour posted: _____ :_____.m.

Date and hour removed: _____ :_____.m.

Attachment: job ad



**TUNICA-BILOXI TRIBE OF LOUISIANA
JOB DESCRIPTION**

Job Position: Tribal Administrator	Status: Full-Time
Division: Administration	Salary: \$125,000 - \$200,000
Reports to: Chairman/CEO	Supervisory Status: Yes
Classification: Exempt	Revision Date:
Posting Date: April 12, 2024	Closing Date: TBD

Summary: The Tribal Administrator (TA) of the Tunica-Biloxi Tribe of Louisiana (Tribe) plays a pivotal role in steering the operations of the Tribal government. Reporting directly to the Tribal Chairperson, the TA oversees the comprehensive daily operations, encompassing areas such as administration, financial management, human resources, information technology, property, and procurement. Furthermore, the TA is tasked with the crucial responsibility of supervising all tribal directors and their direct reports.

Guided by the Tribe's mission, vision, and strategic plan, the TA leads the charge in formulating and executing both immediate and long-term strategies that align with the Tribe's objectives. This role is pivotal to the Tribe's overarching success, granting the TA the authority to make top-tier managerial decisions. Moreover, the TA ensures the faithful implementation of policies, orders, and resolutions approved by the Tribal Council. It is also the TA's responsibility to undertake any additional duties, powers, or authority periodically delegated or stipulated by the Tribal Council.

Essential Duties & Responsibilities: The TA shall perform such administrative duties and functions as delegated by the Tribal Chairman, including, but not limited to, the following:

1. Work cooperatively with the Tribal Chairman to execute tribal administrative affairs, as delegated by the tribal council i.e., to adopt a governance framework that preserves and supports the sovereign nature and actions of the Tunica-Biloxi Tribe.
2. Prepare annually, short- and long-term strategic plans that will support and promote the mission, vision, goals and objectives set forth by the Tribal Chairman to execute tribal administrative affairs as delegated by tribal council i.e., sets strategic goals and makes sure they are measurable and describable.
3. Recommend the creation of laws, codes, ordinances, contracts or similar documents, materials, policies & procedures to achieve maximum efficiency and effectiveness for tribal government operations.

4. Develops, reviews, and maintains policies and procedures to ensure accountability.
5. Provide direction and oversight for all operating procedures for programs and departments in accordance with any and all applicable federal program guidelines or requirements and tribal government initiatives.
6. Create a centralized archive and a secure electronic repository for tribal government and subordinate business data and organizational information or proprietary materials.
7. Reports weekly/monthly updates, or as needed to Tribal Council, other parties/entities and tribal members on the operational and financial status of the government. Relays pertinent information back to operational components as needed.
8. Maintains an awareness of the developments and changes on the local, state, and federal levels potentially impacting the tribe. Assess risks to the tribe and ensure those are monitored and minimized.
9. Oversee the preparation of the annual budget and audits by a reputable auditing firm for Council consideration and approval. Submit the audits to any other authority as required and approved by the Council or appropriate federal agency. Ensures all audit corrective actions are sustainable and timely implemented.
10. Ensure Tribal compliance with the various federal laws as well as the Tribe's Constitution and any other governing agreements or relevant laws.
11. Serve as an official representative of the Tunica-Biloxi Tribe of Louisiana. Represent and communicate on behalf of the tribe at local, state, and federal legislative events, membership, professional, civic, and other activities or associations when called upon.
12. Reviews and approves (electronic and manual) the expenditures of the Tribe to ensure compliance.
13. Provide oversight to ensure critical functions are carried out by the appropriate staff: that contacts with funding agencies and auditors for awarded grants and contracts are maintained; controlled Tribal correspondence and communications are managed properly; Ensures files, such as project documents, correspondence, accounting and employee records are organized and appropriately maintained; Ensures appropriate staff completes the Payroll taxes and are filed and paid timely. Ensures appropriate staff completes the Health and Life Insurances are appropriately maintained and filed and paid timely; Assures that reporting requirements of contracts and grants are fulfilled.
14. Supervisory responsibilities include employee evaluations, approving leave and timekeeping, as well as ensures all supervisors are compliant; Ensures internal controls are maintained.
15. Maintains strict confidentiality and takes responsibility of ensuring compliance of confidentiality is upheld.
16. Other duties/responsibilities as delegated by the Tribal Chairman relative to services to Tribal Council.

Knowledge and Competency: The successful candidate must be able to demonstrate the following skills and competencies:

1. Excellent communications skills: verbal, written, electronic, auditory.

2. Awareness of and sensitivity to Native American issues and challenges faced by Native communities and tribal families, particularly the Tunica-Biloxi community.
3. Sharp negotiating skills: ability to enhance the tribe's ability to secure the best rates/benefits possible in services and contract crafting.
4. Computer skills: Extensive knowledge and experience with Microsoft Suite & Adobe Acrobat. Proficient to develop and maintain an operating and reporting requirements for all budgeting, reporting and grants as required by federal, state and private entities. Must have a working knowledge of business and financial concepts and perform financial analysis as needed or directed.
5. *Audit and Financial Proficiency:* Analytical skills; development and completion of all budgetary control, monitoring, reporting and auditing within the awarded grants and budget. Knowledge of and relating to accounting and finance practices used in government and business environments including the ability to analyze complex reports and data generated by such disciplines.
6. *Supervisory Experience:* Direct experience in management of a department or unit of staff; experience in hiring, counseling and evaluating employees. Two (2) years of management experience is preferred.
7. *Program Management Expertise:* Proven record of development, completion and monitoring of complex policy, program project, administrative and budget plans; independent and programmatic development of program goals; meets project deadlines according to the required timetables. Keen problem-solving capabilities focused on timely and productive resolutions; a high tolerance for stress or stressful environments is most beneficial.
8. *Grant Expertise:* Knowledge of federal, state and private grants to appropriately manage the Tribe's requirements. Ability to manage oversight of the grants from beginning through audit and review.
9. *Teamwork:* Strong interpersonal skills to work effectively within and outside of the Tribe and Tribal Council; exercises tact and diplomacy in working with other agencies. Fosters internal teamwork. Strong, authoritative managerial skills that inspire mutual respect amongst colleagues and foster a positive, team-building atmosphere around co-workers.
10. *Ethics:* Strong adherence to policies and procedures; maintains strict confidentiality.
11. *Judgement:* Demonstrate skills to effectively negotiate, mediate and make decisions; proven record of being detail oriented.
12. *Planning/Organizing:* ability to develop, monitor and complete short- and long-range goals; consistent work in quality improvement; ability to multi-task and shift priorities; effectively develops plans, programs and objectives; effective use of time; personnel, funds for maximum efficiency. Proven record of successful organizational management, positive revenue development and trends.

Qualifications: To perform the job successfully, the candidate must meet the following qualifications:

- A Master's Degree from an accredited college/university with an emphasis in one of the following: Public Administration, Community Development, Municipal Planning, Business

Administration, or other related degree in a disciplined area applicable to the requirements of the position, and

- Must have a minimum of ten (10) years of professional experience and a minimum of five (5) years of specialized experience working with a Tribal government in an executive level position.

Certificates and Licenses:

- Must possess a valid State Driver's license and be insurable by the Tribe's auto insurer; proof of personal vehicle insurance is required.
- Candidates must successfully pass a criminal background check.

Supervisory Responsibilities: The TA oversees all Tribal directors and their direct reports. This supervisory role extends to determining working hours, approving timesheets and leave requests, specifying job tasks within broader job duties, and conducting performance evaluations.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: 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. This position requires walking, standing, bending, and sitting for long periods of time. The employee must be able to lift up to 10 pounds unassisted. Candidates must have good eye and hand coordination.

Disclaimer: The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise. Employment in this job is an "at will" employment relationship.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

NATIVE AMERICAN 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) including 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. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
or
HR@tunica.org