



Job Position:	Tribal Administrator	Status:	Full-Time/Exempt
Division:	Administration	Salary:	Commensurate with Experience
Posting Date:	January 31, 2019	Closing Date:	February 21, 2020
Direct Report:	Tribal Council Chairperson		

Job Description

Summary:

The Tunica-Biloxi Tribal Administrator (TA) shall report directly to the Tribal Chairperson. This individual shall have general and active management of the administrative affairs of the Tunica-Biloxi Tribe as well as being responsible for leading the development and execution of both long and short-term strategies in support of the tribal government's mission and strategic plan. The TA is responsible for the overall success of the Tunica-Biloxi Tribe and for making top-level managerial decisions. Policies, orders, and resolutions approved by Tribal Council shall be implemented by the TA, and any other such duties/authority/powers assigned or declared by the Tribal Council from time to time will also be carried out by the TA and where appropriate, in the prescribed time frames.

Essential Duties & Responsibilities:

The TA shall perform such administrative duties and functions as delegated by the Tribal Council, including, but not limited to, the following:

1. Work cooperatively with the Tribal Council 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 Council. 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. 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.
5. Create a centralized archive and repository for tribal government and subordinate business data and organizational information or proprietary materials.
6. Report monthly, at a minimum, or as needed to Tribal Council, other parties/entities and tribal members on the operational and financial status of the government.
7. Engage, oversee, and/or manage competent, skilled personnel in all positions of tribal government employment.
8. Maintains an awareness of the developments and changes in the region's education and business ecosystems.
9. Ensure that the organization maintains high social responsibility throughout the region.

10. Assess risks to the tribe and ensures those are monitored and minimized.
11. Create and implement an investment and program revenue strategy to strengthen and diversify tribal funding sources.
12. Oversee the preparation of the annual budget and audits by a reputable auditing firm for Council consideration and approval. Promulgate regular reports for the Council concerning financial, program, and personnel activities. Submit the audits to any other authority as required and approved by the Council or appropriate federal agency.
13. Ensure Tribal compliance with the various federal laws as well as the Tribe's Constitution, Revenue Distribution Program, and any other governing agreements or relevant laws.
14. 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.

To the Tribal Council

1. Serves as the primary liaison between the Council and government and other administrative staff.
2. Consults regularly with the Tribal Chairman and Council, individually or collectively, and is available for consultation with individual members as required.
3. Ensures tribal activities are properly conducted, reported and accounted for to the Tribal Council.
4. Assists the Tribal Council in carrying out their responsibilities. Keeps the Council informed about changes in policy and programming, legal and economic impacts, and future direction.
5. Works with Council Committees and Officers in the planning and preparation for meetings, minutes of actions taken, and information for all of the Council members.
6. Develops a strong relationship with the Tribal Chairman and Council. Works collaboratively with the Council in the development and implementation of strategic goals and the organization's vision for the future. Provides timely and accurate data for effective Council deliberation and decision-making.
7. Keeps the Council fully informed on significant issues that affect the Tribe and its subordinate entities. Proposes and executes with Council approval policies and programs that further the objectives of the Tribe and those other entities.
8. Provides guidance and proposes political, operational, financial and member services strategies to the Council.
9. Oversees new Council member orientation and assists in the development of future Council leadership with a smooth transition between Council Chairmen/-women.
10. Upholds compliance with Bylaws/Codes/Ordinances/Laws and policies and intervenes as circumstances warrant.
11. Develops and sends, or causes such, an agenda for the upcoming Council meetings in advance and in accordance with applicable tribal laws/codes/ordinances.
12. Other duties or responsibilities as the Council may prescribe from time to time.

Competency:

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

1. Excellent communications skills: verbal, written, electronic, auditory.
2. Strong, authoritative managerial skills that inspire mutual respect amongst colleagues and foster a positive, team-building atmosphere around co-workers.
3. Extensive knowledge and experience with Microsoft Suite & Adobe Acrobat.

4. 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.
5. Awareness of and sensitivity to Native American issues and challenges faced by Native communities and tribal families, particularly the Tunica-Biloxi community.
6. Keen problem-solving capabilities focused on timely and productive resolutions; a high tolerance for stress or stressful environments is most beneficial.
7. Sharp negotiating skills to enhance the tribe's ability to secure the best rates/benefits possible in services and contract crafting.
8. 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 Bachelor'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 experience working with a Tribal government in an executive level position or an equal amount of time as an executive official in a similar environment or corporate structure.

Other Requirements:

- Must possess and maintain a valid Driver's license and be insurable by the Tribe's auto insurer; proof of personal vehicle insurance is required.
- Applicants will be required to submit to a background check.

Work Environment&Physical Demands:

Typical office setting for eight hours daily. Routine travel within state and out of state as needed or directed by tribal leadership. High demand and fast paced environment are the norm.

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 is a sedentary position for 8-10 hours daily, possibly. This position requires travel on a regular basis.

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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.
