

**SHOALWATER BAY INDIAN TRIBE
JOB DESCRIPTION**

Job Title: Assistant Tribal Administrator
Department: Administration
Reports To: Tribal Administrator
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 8/22
Approved By: Tribal Council
Approved Date: 9/22

SUMMARY: Serves as an Assistant to the Tribal Administrator. Per the Tribal Administrator's direction they develop and propose policies, programs, and initiatives to address the needs of the Tribal community. Work with other government agencies to further the governmental goals of the Tribe. Provide administrative support to the Tribal Council. Perform a wide range of difficult to complex management system activities related to accounting, finance, contracting, property and personnel and discretionary activities that support effective Tribal Government operations. Expectation is to be promoted to Tribal Administrator within 12 months.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversees administrative staff
- Ensure that the Tribe complies with all financial, managerial and contractual requirements.
- Advises and assists in planning, recommends administrative policy, and implementation processes.
- Performs performance appraisals/evaluations of administrative staff.
- Establishes criteria for retention, promotion, wage increases, etc., and evaluates the need to reprimand, demote, or terminate the employment of administrative staff.
- If directed works with Human Resources to resolve complaints and grievances in accordance with established policy and procedures.
- If directed works with the CFO to prepare the annual budget.
- If directed assists Program Managers/Directors and the Tribal Council in strategic planning and implementing long and short range goals.
- Prepares executive correspondence and related documents.
- Ensures communication among all Managers/Directors and Tribal Government.
- Provides guidance to Managers/Directors with planning and goal setting.
- Conducts annual performance evaluations on staff supervised.
- Coordinates with Tribal Council on directed matters affecting the Tribe and overall organization.
- Maintains contact with directed entities dealing with the Tribal Government.

- Provides initial reviews on legal issues, all contracts and related matters for Tribal Administrator.
- Keep abreast of activities in Indian Country that may affect the tribe.
- Keep up to date on federal activity that may harm or benefit the tribe.
- Briefs the Tribal Administrator regularly on organizational matters.
- Reviews and prepares resolutions for consideration by the Council.
- Serves at the will of the Tribal Administrator.
- Plans office activities and work projects and assigns unit supervisory personnel responsibility for carrying out and completing specific projects and duties.
- If directed oversees the development, preparation and submission of Tribal contract and grant applications, budgets and reports.
- Informs supervisory personnel of changes or interpretations of laws, codes, programs, policies or procedures.
- Conducts staff meetings for dissemination of pertinent information.
- If directed conducts directors meetings to obtain progress reports. Evaluates the effectiveness of programs, identifies administrative problem areas, prescribes and monitors corrective action plans.
- Performs other duties as necessary or assigned.

SUPERVISORY REQUIREMENTS: Manages subordinate staff in Administration. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Masters Degree in Public Administration or related degree and a minimum of five (5) years successful work experience as an Executive Director or position of equal level of responsibility. Demonstrated success with Tribal Government operations or Native American Organizations. Knowledge of Government Fund Accounting required. Knowledge of principles and practices of fiscal operations, accounting, financial management, personnel, property and contract management. Must have directed or managed Federal Contracts and Grants and have working knowledge of the Indian Self Determination Act, BIA and IHS contracting requirements. Must have working knowledge of current Federal laws, regulations, legislation, economic trends and developments. Some of these requirements may be waived at the hiring date, but with the understanding that any gaps waived will be obtained in due course.

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write speeches and articles using original or innovative techniques or style.
Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

REASONING ABILITY: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs work flows and procedures.

Design – Generates creative solutions. Translates concepts and information into images. Uses feedback to modify designs. Applies design principles. Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.

Project Management – Develops project plans. Coordinates projects. Communicates changes and progress. Completes projects on time and budget. Manages project team activities.

Technical Skills – Assesses own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.

Customer Service (Internal) – Manages difficult or emotional customer situations. Responds promptly to customer needs. Solicits customer feedback to improve service. Responds to requests for service and assistance. Meets commitments. Has a customer service attitude.

Interpersonal Skills – Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.

Written Communication – Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Present numerical data effectively. Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities. Exhibits objectivity and openness to others views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism. Inspires respect and trust. Mobilizes others to fulfill the vision. Provides vision and inspiration to peers and subordinates.

Change Management – Develops workable implementation plans. Communicates changes effectively. Builds commitment and overcomes resistance. Prepares and supports those affected by change. Monitors transition and evaluates results.

Delegation – Delegates work assignments. Matches the responsibility to the person. Gives authority to work independently. Sets expectations and monitors delegated activities. Provide recognition for results.

Leadership – Exhibits confidence in self and others. Inspires and motivates others to perform well. Effectively influences actions and opinions of others. Accepts feedback from others. Gives appropriate recognition to others.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement. Takes responsibility for subordinates activities. Makes self available to staff. Provides regular performance feedback. Develops subordinates skills and encourages growth. Solicits and applies customer feedback (internal and external). Fosters quality focus in others. Improves processes, products and services. Continually works to improve supervisory skills.

Quality Management – Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions. Displays orientation to profitability. Demonstrates knowledge of market and competition. Aligns work with strategic goals.

Cost Consciousness – Works within approved budget. Develops and implements cost savings measures. Contributes to profit and revenue. Conserves organizational resources.

Ethics – Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organizational values.

Strategic Thinking – Develops strategies to achieve organizational goals. Understands organizations strengths and weaknesses. Analyzes market and competition. Identifies external threats and opportunities. Adapts strategy to changing conditions.

Judgment – Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasons for decisions. Includes appropriate people in decision-making process. Makes timely decisions.

Motivation – Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Organizes or schedules other people and their tasks. Develops realistic action plans.

Professionalism – Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

Dependability – Follows instructions, responds to management direction. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for and offers help when needed.

Innovation – Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas. Presents ideas and information in a manner that gets others attention.

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.

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.

Common office environment.

AT-WILL EMPLOYMENT: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.