

**SHOALWATER BAY INDIAN TRIBE  
JOB ANNOUNCEMENT**

**Job Title:** Tribal Administrator  
**Department:** Administration  
**Reports To:** Tribal Council  
**FLSA Status:** Exempt

**SUMMARY:** Responsible for the overall daily operations of the Tribal government and programs. Develops and proposes, policies, programs, and initiatives to address the needs of the Tribal community. Works with government agencies to further the goals of the Tribe. Provides administrative support to the Tribal Council through input of program operations and planning. Key management position responsible for effective development, implementation and administration of Tribal Government Operations. Provides management direction and accountability assuring efficiency of operations, effective administration and quality service delivery. Controls the acquisition and distribution of the Tribe's fiscal, material and human resources to advance and sustain tribal goals, objectives, and compliance specifications. Performs a wide range of management system activities related to accounting, finance, contracting, property and personnel and discretionary activities that support effective Tribal Government operations.

**EDUCATION and/or EXPERIENCE:** Masters Degree in Business Administration or 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 principles and practices of fiscal operations, 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.

**SALARY AND BENEFITS:** This is an Exempt, Salaried position. Salary is commensurate with qualifications and experience. Full benefits package including medical, dental, vision as well as 401k contributions. Paid annual and sick leave provided along with 15 observed holidays each year.

**AT-WILL EMPLOYMENT:** 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. Candidates for employment will be considered without regard to race, color, age, religion, national origins, political affiliation, marital status, sex, disability, or other nonmerit factor. The Shoalwater Bay Tribe promotes the economic well-being of Indian people by giving them preference through the hiring and selection process.

Application packet to include: Fully completed SBIT application, professional resume, and three (3) professional references. Completed packets will be submitted to HR Director and given to Tribal Council for review.

Contacts:  
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