



## **JOB DESCRIPTION**

**Bishop Paiute Tribe  
Bishop, CA**

**Position:** Tribal Administrator  
**Department** Administration  
**Pay Range:** T-12 - \$36.05 - \$51.71 (\$74,984.00 - \$107,557.00) DOQ  
**Supervised by:** Tribal Council  
**FLSA:** Exempt; Salaried / Regular; Full-Time

**Position Summary:** Under the direction of the Bishop Paiute Tribal Council, the Tribal Administrator is expected to lead and motivate the Bishop Paiute Tribe staff to a high level of performance and facilitate organizational change and growth in a positive manner. The position is responsible for all aspects of Tribal Administration and Tribal management activities, including executing and monitoring the Bishop Paiute Tribe's Strategic Plan. Additionally the Tribal Administrator must demonstrate the highest ethical and moral standards, be innovative, loyal to the Bishop Paiute Tribe, and work cooperatively with the Bishop Paiute Tribal Council, Committees, Enterprises, Attorneys and other Tribal Consultants for the betterment of the Bishop Paiute Tribe. The Tribal Administrator is also responsible for the overall operations of programs and services provided by the Bishop Paiute Tribal Council.

### **Essential Functions:**

- Directs all aspects of staff administration and provides effective oversight of all programs/personnel; delegating responsibility and authority as appropriate.
- Represents Tribal interests as directed by Tribal Council, when attending public/governmental/special interest groups.
- Assures that the Bishop Paiute Tribe's Departments are informed of Tribal Council priorities, and provides Tribal Council updates on needs and opportunities of the Departments.
- Coordinates activities of the Bishop Paiute Tribe with local, Tribal, State, Federal and other agencies and organizations.
- Builds relationships among the Tribal Council, Department Directors and Staff members while motivating all to be effective team members of the Bishop Paiute Tribe and create an environment in which every employee is an essential and valued team member.
- Manages and supervises all departments for progress in achieving goals within available resources, and provides leadership and direction to the development of short and long-range plans, including grant writing and fundraising.
- Represent the Bishop Paiute Tribe to the public through attendance at conferences, legislative meetings, social, cultural and community events.
- Develops and maintains systems of communication that keeps the tribal membership informed of projects, events and activities.
- Must become familiar with tribal communities and tribal members, while being courteous and professional to them at all times.
- Ensures compliance with all Tribal, Federal and State regulations as well as existing Administrative Policies and Procedures regarding operation, administration and financial matters.
- Works with Tribal Council to regularly review all Ordinances, Policies and Plans and amend as needed. Develops systems of communication throughout the Tribal Administration to support employee involvement in ongoing quality improvement efforts. Direct on-going research and planning to obtain information and community input regarding the social and economic needs of the communities served.

- Leads employees toward future goals; monitors and evaluates personnel and program performance, while assessing the overall effectiveness and efficiency to produce positive and strong results. Works with the Chief Financial Officer (CFO) in developing the annual Indirect Cost Proposal.
- Works with the CFO, Departments and Tribal Council to develop budget priorities, and establish performance measures to ensure that funds are allocated in accordance with Tribal Council goals and priorities.
- Approves draft contract amendments or budget modifications as necessary and coordinate the final approvals with the Tribal Council.
- Ensures that all Federal contract and grant program funding agreements include prior approval from Council and calculation of indirect cost shortfalls and appropriate levels of program support.
- Submits bi-weekly reports to Tribal Council pertaining to Tribal Administration activities and/or provide emergency updates as needed or in response to specific requests from the Tribal Council. Perform other duties as assigned.

### **Supervisory Responsibilities:**

Manages subordinate supervisor(s) who supervise employee(s); is responsible for the overall direction, coordination and evaluation of these units. Also directly supervises non-supervisory employees. Carry out supervisory responsibilities in accordance with the organization's 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.

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Analytical*—the individual synthesizes complex or diverse information.
- *Problem solving*—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- *Oral Communication*—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- *Delegation*—the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- *Leadership*—the individual inspires and motivates others to perform well and accepts feedback from others.
- *Management skills*—the individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- *Quality management*—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- *Judgment*—the individual displays willingness to make decisions, exhibits sound and accurate judgement, and makes timely decisions.
- *Planning/organizing*—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Safety and security*—the individual observes safety and security procedures and uses equipment and materials properly.

### **Education and Experience:**

- Must possess a Bachelor's Degree in Business Administration, Public Administration, or other relevant field and preferred 4 years senior level management experience in Tribal Administration and grants management arena; OR eight to ten (8-10) years senior level management experience in Tribal Administration, and grants management.
- Must possess fundraising, grant-writing, supervisory, and office administration experience as well as experience in developing and implementing budgets. Must be knowledgeable of Tribal Administration and possess integrity, have a high energy level and have organized work habits.
- Must have excellent interpersonal, supervisory and budgetary skills and be able to produce positive results while coordinating with subordinate Directors, Tribal contractors, attorneys and other key personnel.

- Must have experience in effective grant writing and be computer literate including MS Word, Excel, PowerPoint, and Outlook.
- Ability to work under pressure and adjust to adverse working environment.

**Other Requirements:**

- Must have a valid California Driver's License and proof of automobile insurance.
- Must possess the ability to delegate effectively, to set realistic priorities, multi-task and perform other appropriate activities as directed by the Tribal Council.
- Must respond to challenges and resolve problems positively and resourcefully.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Strategic and critical thinking.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Comply with the Drug-Free Workplace Policy and a Criminal Background Investigation
- Pass a pre-employment drug screen and be subject to random drug testing throughout employment.

***Signatures***

This job description has been approved by all levels of management:

*Manager:* \_\_\_\_\_

*HR:* \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

*Employee:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.