



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Assistant Tribal Administrator
Rate of Pay: T-11 - \$30.90 - \$43.26 (\$64,272.00 - \$89,981.00) DOQ
Supervised by: Tribal Administrator or designee
FLSA: Exempt, Salary / Regular; Full-Time

Position Summary: Under the direction of the Bishop Paiute Tribal Administrator and the supervision of the Tribal Administrator, the Assistant Tribal Administrator is to assist the day-to-day operations of the Bishop Paiute Tribe, and is responsible for supervision of Tribal Administrative Staff. With guidance from the Tribal Administrator, the Assistant Tribal Administrator and specific delegation of duties will have authority to act as Tribal Administrator in the Administrator's absence.

Essential Functions:

- Must become familiar with tribal communities and tribal members, while being courteous and professional to them at all times.
- Assist in the implementation of Council policy regarding administrative and fiscal procedures, program operations, new program development and public relations.
- In coordination with the Tribal Administrator, supervise the implementation of management functions. Evaluate program operations to ensure that contractual program obligations are fulfilled. Assist Tribal Administrator and department heads in modifying program objectives and activities in order to allocate resources for maximum effectiveness.
- Provide administrative and technical assistance to the Directors and act as professional staff to the Council.
- Assist the Tribal Administrator with on-going research and planning to obtain information and community input regarding the social and economic needs of the communities served.
- Take an active role in communicating organizational goals and objectives to all employees and in the creation and maintenance of a strong organizational culture.
- Assist the Tribal Administrator in the review activity reports and financial statements to determine progress and status in attaining objectives and revise objectives; and plans in accordance with current conditions.
- Assist the Tribal Administrator with performance evaluations of management for compliance with established policies and objectives of the organization; and contributions in attaining objectives.
- Assist the Tribal Administrator to ensure Tribal Council directives and timelines are followed through on and progress is reported back to the Tribal Council. And take responsibility for these duties in the absence of the Tribal Administrator.
- Perform other duties as needed to ensure the development and implementation of high quality programs and services.

Supervisory Responsibilities:

In coordination with Tribal Administrator, manages subordinate supervisor(s) who supervise employee(s). 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 judgment, 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:

A combination equivalent to experience and education that would provide the required knowledge, skills and abilities would be qualifying.

- BA or BS from an accredited university with a degree; and/or three (3) to five (5) years' experience administering Indian Programs. MBA and 10 years of management experience is preferred.
- Experience in the administration of large, government funded programs with a strong business and communication skills preferred.
- Preference will be given to Indian applicants. Knowledge of Indian community and sensitivity to Indian needs required.
- Must comply with the Driving Policy, Pre-Screening Policy and Drug, Alcohol and Contraband Free Policy.

Qualifications:

- Must possess strong organizational, problem-solving, and analytical skills.
- Ability to manage and prioritize workflow.
- Strong attention to detail
- Must possess excellent verbal and written communication skills.
- Must maintain discretion, confidentiality, commitment to excellence, and high standards.
- Must maintain a professional demeanor at all times.
- Strong listening, comprehension, and fast-learning skills.
- Must be proficient with MS Word, Excel, Power Point, Adobe Acrobat, Publisher, Outlook, and internet navigator.
- Minimum typing skill of 60 wpm and experience with office machines.
- Strong interpersonal skills
- Adaptability to a fast-paced schedule and environment.

Signature

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

Manager: _____

Date: _____

HR: _____

Date: _____

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.