

## POSITION DESCRIPTION

**Job Title:** Tribal Administrator  
**Reports To:** Tribal Chairperson/Business Council  
**Supervises:** Departmental Managers  
**Salary Range:** DOE  
**Job Site:** Quartz Valley Indian Reservation Tribal Administration Building

### Position Summary

Under the direction of the Business Council, the Tribal Administrator will coordinate the different departments of the Tribal Government, execute governmental projects, grants management and responsibilities will cover all aspects of the Tribal Government Operations including ANAV Tribal Health Project. This position will develop, implement and monitor strategies, policies and programs that promote sustainable development for the Tribal Community and be responsible for establishing and maintaining effective communication between the Tribal Government and Tribal Community. The Tribal Administrator will create, design, implement, oversee and report on all projects which pertain to the goals and objectives of the Governmental Operations, the QVIR Business Council and the Quartz Valley Indian Reservation General Council.

### Specific Responsibilities

1. Oversee all Tribal Government functions, including grant administration, financial oversight, program planning and employee and patient relations.
2. Manage and direct Tribal Government Directors and/or assigned staff.
3. Supervisory responsibilities, in accordance with QVIR's HR policies and procedures, include interviewing, hiring and training employees; planning, assigning and directing work; performance management; employee relations and addressing complaints and resolving problems.
4. Administers grants of the Tribe to ensure results and oversees grants administered by Directors or Managers meet the overall goals and objectives established within the scope and purpose of the grants.
5. Evaluates the effectiveness of programs, identifies administrative areas of needed improvement and identifies and implements solutions and recommended courses of action.
6. Develops and manages recommended changes to the Human Resources policies and procedures manual.
7. In accordance with QVIR Human Resources policies and procedures, recruits, interviews and recommends hiring QVIR management staff.
8. Develops, prepares and implements Tribal Administration control process for annual budgets and approves subsequent modifications, and monitors and evaluates assigned department and programs budgets.
9. Assures that general funds programs, indirect cost proposals and contract and grant proposals are submitted in compliance with Tribal and Federal guidelines.
10. Plans, coordinates and reviews Tribal Budgets, contracts, grants, resolutions, ordinances, lease agreements, memorandum of agreements, new laws and regulations in order to make recommendations to Business Council for review.
11. Assists in negotiations of Business Council approved contracts, grant agreements and contracts for services or leases.
12. Assess the needs of the QVIR Tribal Membership and plan for service delivery to meet those needs.
13. Assess the needs of the I.H.S. CHSDA patient population and plan for service delivery to meet those needs.
14. Assist QVIR Tribal Members and patients in resolving concerns with Tribal Programs, Tribal Policies and staff.
15. Provides Cultural Competency Training to employees to ensure alignment with Tribal Values in service delivery.
16. Attends meetings as requested or approved by Business Council.
17. Provides reports to Business Council as requested.
18. Perform other related duties as assigned by Business Council.

### **Minimum Qualifications**

1. Bachelor's degree (B.A. or B.S.) degree in Tribal Governance, Business, Management, Public Administration or related field OR a combination of education and experience may be considered.
2. Must have a minimum of five (5) years of experience in Tribal Management Operations or in related administrative capacity.
3. Knowledge of Government Fund Accounting, General Accounting and Auditing Principles.
4. General knowledge of administrative principles and practices of Employment Law, Fiscal Operations, Audit Preparation, Financial Management, Human Resources, and Property and Contract Management.
5. Knowledge of regulations pertaining to the Bureau of Indian Affairs and other state/federal funding agencies.
6. Working knowledge and skills necessary for finding, planning and writing for federal and state grants, including the managing of those grant and Tribal funds.
7. Working knowledge of Microsoft Office Suite.
8. Ability to establish and maintain effective working relationships with clients, employees, volunteers, Tribal Members, and public and private agencies.

### **Other Requirements**

1. Must be eligible for coverage under the Tribe's vehicle insurance policy. Must possess a valid California driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours.
2. Preference in hiring is given to qualified persons who are enrolled members of the Fort Bidwell Indian Reservation, American Indians in accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), and the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq), including other relevant laws, preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE). Applicants claiming Indian Preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
3. This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
4. Must be able to satisfactorily complete a background check, fingerprint live scan, and pre-employment physical, if applicable.
5. The QVIR Offices will comply with all requirements of the Drug-Free Workplace Act of 1988.