

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES

12 Wabanaki Way
Indian Island, ME 04468



JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPEN: Feb 12, 2019

CLOSE: March 12, 2019

TRIBAL ADMINISTRATOR

JOB STATUS:

TRIBAL ADMINISTRATOR

Career Field: Directors

Pay Range: \$27.60 – \$36.01 per hr.

Category: C

Status/Term: Exempt

Classification: Full-time, Regular

LOCATION:

Penobscot Nation

Tribal Administration

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: BA or BS degree preferred in Business or Public Administration or related degree with three years of verifiable, successful work experience as an Administrator or in a position of equal level or responsibility; OR, work a minimum of five years in tribal government and administration and/or combination of education, training, and experience equal to five years of successful administration experience or in a position of equal responsibility. A member of Penobscot Nation, preferably with education and/or experience in Native American public administration; special consideration will be given to those candidates with tribal government work experience. Demonstrated excellence in administrative and operations management. Experience in 638 funding and knowledge and experience in audit preparation, human resources and knowledge of Tribal law and federal laws and regulations that are applicable to tribal operations. Must undergo and pass a criminal background check investigation and will be required to complete and pass pre-employment drug testing. Indian Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Applications are available online at penobscotnation.org/departments/human-resources, via email request at Human.Resources@penobscotnation.org, or call 207-817-7343 to request application package to be sent to you

For further information, call 817-7343 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

POSITION: Tribal Administrator

ACCOUNTABILITY: Tribal Chief and Council

SUPERVISOR: Tribal Chief

RESPONSIBILITY: The Tribal Administrator is responsible for oversight on all day to day tribal management including administration, financial management, human resources, and program/project management. The Tribal Administrator provides support and guidance for all tribal departments and programs to ensure proactive management and audit compliance. This tribal administrator scope of responsibilities will include supervising and assigning tasks to staff, coordinating resources, reviewing and revising documents, conducting meetings, monitoring fiscal requirements, tracking work plan progress, and preparing oral and written reports. *This position is expected to be available for day to day operations with limited travel requirements: as required or upon request by the tribal chief.*

The Tribal Administrator will maintain a professional appearance, attitude and working environment for the Tribe, its employees and its Tribal Members. All work shall be in compliance with applicable Federal laws, State and Tribal Laws.

DUTIES:

- Responsible for the supervision of all departmental directors as delegated and directed by the Tribal Chief.
- Assist in the development of short- and long-range plans for tribal operations and management.
- Provide monthly reports regularly to the Tribal Council concerning the status of all tribal administrative priorities, community actions, projects of various programs and activities.
- Assist in establishing program objectives and meeting deadlines, reports and other support documents as needed.
- Advises Chief in HR related activities and provide advice and counsel to the Tribal Council with working concurrence with the Chief regarding HR management decisions and exercise delegated authority to make those decisions where appropriate following the existing Personnel Policies and Procedures Manual.
- Provides assistance in reviewing annual federal budgets and submitting comments for appropriate agencies.
- Collaborates with the Economic Development Director to assist in the development of short- and long-range plans evaluation and development of Economic Development projects.
- Monitors all budgets.
- Includes staff in planning, decision-making, facilitating and process improvement while balancing staff and individual responsibilities and used objectivity to others' views; gives and welcomes feedback to incorporate into overall plans and projects.

- 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 for success.
- Act as a liaison to tribal membership to assess needs of tribal members; ensure service delivery resolve issues with tribal programs, policies and staff and general community concerns using professional tact and respect to all involved parties.
- Directs, plan and coordinates all projects assigned by the Tribal Chief or Tribal Council and any other related duties as assigned by the Tribal Chief.

EDUCATION: BA or BS degree preferred in Business or Public Administration or related degree with three years of verifiable, successful work experience as an Administrator or in a position of equal level or responsibility; OR, work a minimum of five years in tribal government and administration and/or combination of education, training, and experience equal to five years of successful administration experience or in a position of equal responsibility.

EXPERIENCE: A member of Penobscot Nation, preferably with education and/or experience in Native American public administration; special consideration will be given to those candidates with tribal government work experience. Demonstrated excellence in administrative and operations management. Experience in 638 funding and knowledge and experience in audit preparation, human resources and knowledge of Tribal law and federal laws and regulations that are applicable to tribal operations.

HIRING: Candidates will be vetted through the Personnel Committee through the application process and provided to the Tribal Chief for selection of an applicant and will be approved with advice and consent of Tribal Council.

CERTIFICATION/LICENSE: Must undergo and pass a complete criminal background check investigation and will be required to complete and pass pre-employment drug testing

SKILLS:

- Proven leadership and management experience.
- Possess excellent analytical, oral and written communication skills.
- Conflict resolution and negotiation skills.
- Complex problem solving techniques.
- Ability to work in high stress environment and manage competing priorities using excellent management, planning, and organizational skills.
- Strong and effective relationships with subordinates, directors and external partners.
- Adhere to tribal policies and procedures, including confidentiality.