

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: 03/21/2024**

**CLOSING DATE: 04/04/2024**

**Tribal Administrator**

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**JOB STATUS:**

**Tribal Administrator**  
**Career Field: Administration**  
**Pay Range: \$36.17 – \$36.89 per hr.**  
**Category: Director C**  
**Status/Term: Full-time, Exempt**

**LOCATION:**

**Penobscot Nation**  
**Tribal Administration**  
**Classification: Full-time**  
**12 Wabanaki Way**  
**Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**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. 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 complete 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.

**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.

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**HOW TO APPLY:**

- Apply online at [penobscotnation.org/departments/human-resources](http://penobscotnation.org/departments/human-resources).
  - Submit completed applications and resume along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)
- For further information, call 817-7312 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

**JOB DESCRIPTION**

**Position Title:** Tribal Administrator

**Department:** Tribal Administration

**Reports To:** Tribal Chief and Council

**Rate of Pay/Category:** \$36.17 - \$36.89 / C

**Status/Term:** Full-time, Exempt

***JOB SUMMARY:***

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.

***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- 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.

***LICENSES/CERTIFICATES/REGISTRATIONS:*** (driver's license, professional licensing/certification)

***PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:*** (physical requirements of position, job environment/conditions)

**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.

***Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures***

***External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request***

**We do not accept Indeed applications. For a Penobscot Nation application, please visit the website below. Send applications to Human.Resources at Penobscotnation.org.**

