



POSITION DESCRIPTION

Position Title: Tribal Administrative Officer
Reports to: Tribal Chair
Supervises: Administration, Child Care, Education,
Environmental, Youth and Wellness Departments
Salary Range: MIT Grade 14 -16
Classification: Exempt

Position Summary

The Tribal Administrative Officer serves as the administrative head for the tribal government operations; plans, organizes, and seeks potential new funding sources; directs, administers, reviews and evaluates the activities, operations, programs and services of the Mechoopda Indian Tribe. This position performs high-level administrative, executive, technical and professional work in directing and supervising the affairs of the Tribe; enforcing and carrying out all applicable laws, rules, regulations and policies including but not limited to Tribal Ordinances and the Tribal Constitution. Supervises the administration of the annual budget. This position also performs other related work as required by the Tribal Council. This position reports to the Tribal Chair, under the direction of the Tribal Council.

Specific Responsibilities:

1. Prepares recommendations and advises the Tribal Council on matters pertaining to services, needs and issues related to tribal affairs.
2. Work closely with the Tribal Council on the development of strategic planning, goals and objectives.
3. Manage the application, award and/or obligation of grant funding by the Bureau of Indian Affairs 638 Consolidated Tribal Program and manage other federal funding as needed or as directed by Tribal Council.
4. Organize, direct and supervise all operational functions and employees including, but not limited to, supervising Program Managers and all subordinates in carrying out the objectives of the Tribe.
5. Act as Contracting Officer in the review, assimilation and retention of the Tribe's Contracts in accordance with Tribal Policy and Procedure.
6. Management of Tribal property in accordance with Tribal Policy including, but not limited to, ensuring the maintenance and protection of Tribal property, equipment and records.
7. Coordinate and oversee the grant application and grant management process including: identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, developing budgets and coordinating required report evaluations on existing grants.

8. Establish and maintain effective and professional relationships with all employees, Tribal members, government officials, community and business representatives, and the general public.
9. Plans and evaluates respective management staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement; directs and oversees maintenance of comprehensive and effective human resource management.
10. Provides general oversight in the day-to-day operations, in alliance with Council directives and objectives, to assure a smooth functioning, efficient organization.
11. Assures organizational stability through the development of staff, implementation of standards and controls, systems and procedures and regular evaluations.
12. Assures a work environment that recruits, retains and supports quality staff and encourages a positive, professional work environment.
13. Assures that the review and updates of Tribal Policy is conducted as necessary.
14. Recommends staffing needs to the Tribal Council and that salary and wage schedules are present, reviewed and updated as necessary.
15. Provides day-to-day leadership and works with the Department/Program Managers to ensure a high-performance, service-oriented work environment consistent with sound management principles in furtherance of the Tribe's mission and goals.
16. Assess Tribal Member and community needs; ensure administrative objectives and priorities are focused on meeting Tribal Member and community needs effectively, efficiently, and with high- quality service; directs development and implementation of initiatives for service quality improvement.
17. Serves as the liaison between Tribal Members and the Tribal Council to assist the flow of communication between the two and to ensure that Tribal Members are afforded the opportunity to participate in the Tribal Government.
18. Provide Tribal Council support including oversight and development of the Tribal Council meeting agenda; attend and participates in all Tribal Council meetings; oversees preparation of Tribal Council packets and reports; and assures that meeting minutes and Council Resolutions are properly maintained.
19. Keep Tribal Council apprised of and research and respond to Tribal Council regarding state and federal regulatory agency questions and issues.
20. Oversight and management of the annual meeting of the General Membership.
21. Maintain privacy and confidentiality of sensitive information.
22. Other relevant duties as directed by the Tribal Council.

Qualifications:

This position requires a Bachelor’s degree from an accredited college or university in public or business administration, finance or in a related field, and a combination of 5 years’ experience in a supervisory position and management of grants or non-profit programs. A Master’s Degree is preferred.

Preferred experience and training include:

1. Demonstrated ability to plan, organize, train, direct and evaluate the work of assigned staff.
2. Demonstrated ability to appraise situations and adopt an effective course of action.
3. Demonstrated ability to work cooperatively and effectively with those contacted in the course of work, including community groups and agencies, private businesses, and public agencies.
4. Demonstrated ability to analyze, interpret, summarize and present administrative, financial and technical information, particularly as it applies to Tribal Governments.
5. Communicate effectively both verbally and in writing.
6. Knowledge of current social, political and economic trends, problems, rules and regulations typical of Tribal Government.
7. Effectively utilize appropriate computer software applications such as Word, Excel, Outlook, and Publisher.
8. Demonstrated ability to work effectively with people of various backgrounds and demeanor.
9. Ability to travel as required and when necessary, to work extended hours to perform the functions of the position.

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 must be willing to travel during or after regular working hours.
2. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 24 U.S. Code, Section 472 and 473). 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, and stooping, stretching, reaching or similar activities, lifting of moderately heavy items up to 20 lbs.
4. Must be able to satisfactorily complete a pre-employment physical, if applicable, background check, and fingerprint (Live Scan).
5. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test pursuant to the Drug-Free Workplace Act of 1988.