

JOB OPENING

Nondalton Tribal Council Tribal Administrator

PURPOSE:

To oversee the management and administration of all programs, projects and functions and assure they are implemented in accordance with the policies and procedures established by the Nondalton Tribal Council and in compliance with appropriate Tribal, Federal, and State laws and regulations; and to provide day to day efficient and effective program management for the Tribal operations, Economic development, and higher education programs.

ORGANIZATIONAL RELATIONSHIPS:

The Tribal Administrator is accountable to the Nondalton Tribal Council for the performance of assigned duties and responsibilities. This is a management position and will have supervisory responsibilities over the employees employed by the Nondalton Tribal Council.

ADMINISTRATIVE DUTIES:

- For the implementation, interpretation, and modification of Tribal Council's management systems.
- Oversight in the development, training, and implementation of a fund accounting system for the Tribal Council, and overall responsibility for implementation of all accounting policies and procedures.
- In close cooperation with the Tribal Council, develops and implements the general educational, health, social, tribal, employment and education programs provided under the Nondalton Tribal Council, including but not limited to federal contracts, or grants offered through the Department of Interior, Bureau of Indian Affairs or Department of Health and Human Services, etc.
- In consultation with appropriate federal, state, and local officials or private funding organizations, formulates and implements appropriate educational, health, and social service programs or grants under guidelines established pursuant to federal, state, and local statutes or regulations, or foundation guidelines.
- Directs and assists in the establishment and maintenance of records, files and data information systems for the Tribal Council property and equipment, including but not limited to the required financial, personnel, and normal administrative records.
- Supervises the purchase, allocation, installation and maintenance of all office furniture, fixtures, materials, communication, and reproduction equipment, assigns and enforces the authorized uses of the Tribal Council or program vehicles and other such equipment, and coordinates and schedules the repair, renovation, and maintenance of corporate property and equipment.

- Assigns specific duties and responsibilities to subordinates, periodically and evaluates their performance and executes the appropriate status changes. As part of the normal personnel related functions, the Tribal Administrator is responsible for complying with all anti-discrimination or minority preference of the federal, state, and local governments.
- Negotiates all P.L. 93-638 grants and contract proposals for existing and new programs.
- Establishes long- and short-range organizational goals and objectives for the Tribal Council.
- Coordinates the preparation of the annual budget with subordinate staff.
- Attends all Tribal Council Meetings to present information as requested; when requested by the Tribal Council or Tribal President, represents the Nondalton Tribal Council at meetings and conferences; calls for; and conducts, staff meetings as needed.
- Performs all other duties and responsibilities as assigned by the Tribal Council.

TRIBAL OPERATION & ECONOMIC DEVELOPMENT DUTIES:

- Perform liaison services as requested between Tribal Council, other Tribal Organizations, business organizations, and other Federal, State, and local government agencies.
- Assist in the preparation of grant applications.
- Coordinate workshops designed to enhance the management capability of tribal officials and staff.
- Disseminate information concerning any change in laws, regulations and policies affecting the Tribal Government and its membership.
- Encourage unity in Tribal government and practical compatible solutions.
- Serve as general advocate of Tribal political, economic, and social interests.
- When appropriate, coordinate with appropriate officials, acquire excess real or personal property with which to enhance the economic opportunities of the Tribe and its Tribal members.
- Complete and /or update the Tribes tribal enrollment, develops new enrollment ordinances and enrollment policies and procedures, and develops a new constitution for the Tribe.
- Determines programmatic needs of the departments, evaluates current services, and makes recommendations to the Tribal Administrator concerning needed changes. Develops procedures for those change was implemented.
- Establishes long- and short-range organizational goals and objectives for the department, establishes policies and procedures for the programs, facilitates the conduct of feasibility studies for determining expansion of services.
- Coordinates the preparation of the Program budgets; presents and negotiates program budget proposals with federal, State, or private funding agencies; administers the approved operating budget by monitoring expenditures and making justifiable changes to the budget.
- Attends various economic development workshops, seminars, and conferences.
- Prepare economic development grants and business plans when appropriate.

- Attends Tribal Council meetings to present information as requested; represents the Programs at meetings, and conferences; calls for, and conducts, staff meetings as needed.
- Performs other related duties as required.

HIGHER EDUCATION DUTIES:

- Follow the regulations and guidelines of the Higher Education program using appropriate eligibility criteria.
- Complete Employability Development Plan for clients in need of assistance.
- Provide information to enable eligible students to continue their education and training beyond high school; offer guidance and counseling services to individual students in processing application forms and requests for financial assistance. Gather, maintain, verify, and report data needed for Nondalton Tribal Council to comply with all BIA regulations, evaluate the higher education program, and improve services overtime.

RESPONSIBILITIES:

- The day-to-day management of all programs, projects, and functions of the Nondalton Tribal Council.
- Employ needed personnel on contract or staff basis, hire and terminate employees, and to regulate the terms of the employment.
- Assurance that all programs and projects conducted, or planned, by the Nondalton Tribal Council are following all applicable Tribal, Federal, and State laws and regulations.
- As a combined position, the Tribal Administrator shall be responsible for implementing, monitoring, evaluating, and ensuring the quality control of diverse services that relate to
 - (a) determining the employability and eligibility of clients for higher education support,
 - (b) finding appropriate education programs for clients in need,
 - (c) monitoring and evaluating the effectiveness of the program,
 - (d) screening applicants for educational assistance, and
 - (e) developing appropriate means by which Nondalton Tribal Council can meet all Bureau regulations for carrying out these programs and working with the Tribal Administrator in preparing plans, proposals, and reports.

KNOWLEDGE, SKILL AND ABILITIES:

- Ability to present ideas publicly and meet with diverse groups.
- Extensive knowledge of the Federal government/Indian relationship.
- Must understand the legislative process; both at the State and Federal levels, and an ability to help the Tribe in the administration and evaluation of grant/contract funds received.
- An understanding of Tribal organic documents, basic knowledge in election procedures, ability to assist in drafting resolutions and conducting meetings, and skills in budgetary and programmatic reporting.

- Ability to design and/or coordinate relevant training, such as workshops for tribal officials.

QUALIFICATIONS:

- A minimum of a High School Diploma with a combination of ten (10) years of experience of administration and program experience in employment and education programs, program development, business administration, and tribal services experience.
- A minimum of five (5) years of experience working with, or for a Tribe or Tribal Organization.
- Ability to communicate orally or written, with skills in design and development of community based tribal services.
- Demonstrated dependability, maturity, and judgement in performance of duties.
- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications pursuant to Nondalton Tribal Council's Personnel Policies and Procedures.

- **Applications are at the Nondalton Tribal Council office. (Please see contact information below.)**
- **Must have a resume along with application.**
- **Position is Open until filled by qualified applicant!**

Nondalton Tribal Council

P.O. Box 49

Nondalton, A.K. 99640

Ph. 907-294-2257

Fax 907-294-2271

nondaltontribe@yahoo.com