

Haliwa-Saponi Indian Tribe  
Job Description



**Job Title:** Tribal Administrator  
**Salary:** \$50,000 - \$65,000  
**Travel:** Extensive, local and out of state  
**Location:** Haliwa-Saponi Indian Tribe, Hollister, NC  
**Supervisor(s):** Tribal Council

**General Description:** The Administrator shall have the overall responsibility for the implementation and administration of all programs, objectives, and activities of Haliwa-Saponi Tribe, Inc. This will also include preparing contracts for consultants, 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 shall be the foremost representative of the Haliwa-Saponi Tribal Council to the public, local, state or other federal agencies in the absence of the Tribal Chairperson or other Haliwa-Saponi Council members. 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 Tribal Bylaws and applicable Federal laws.

**DUTIES AND RESPONSIBILITIES:**

- Administer, oversee, and implement all grants, programs, policies and services approved by the Tribal Council and monitor to ensure overall goals and objectives are accomplished.
- Provide reports regularly to the Tribal Council concerning the status of all assignments and projects of the various programs and activities, assist in establishing program objectives and meeting deadlines, preparing resolutions, ordinances, contracts, budgets, reports and other support documents as needed.
- Advise the Tribal Council and Personnel Committee regarding all staff hiring and firing decisions and exercise delegated authority to make those decisions where appropriate.
- Report directly to the Tribal Council and perform other administrative duties as directed by the Tribal Council.
- Provide administrative and logistical support to the Tribal Council and its committees.
- Serve as primary liaison and advisor for the Tribal Council on day-to-day operations of the Tribal government.
- Act as a liaison between the Tribal Council and staff.
- Work with the Tribal Council to establish current and long-range goals and objectives.
- Coordinate department head meetings to obtain progress reports on a monthly basis. Evaluate the effectiveness of programs, identify administrative problem areas, prescribe and monitor corrective action plans.
- Identify and seek new funding opportunities to meet the Tribe's goals and objectives. Grant writing and management experience required.
- Work with the fiscal officer and the Tribal Council to establish budget priorities, prepare annual budgets, and monitor expenses on a monthly basis. Ensure that funds are spent in accordance with established ordinances, goals, priorities, grant awards, and program policies and procedures.
- Ensure financial and program reports to federal agencies are submitted in a timely and efficient manner.
- Interface with grant agencies and staff to assure programs are managed in compliance with applicable regulations and Tribal policies and bylaws. Take corrective action when problems are identified.

- Assist in developing contracts for services and advertising bids for contracted services.
  - Attend Personnel, Housing, and Economic Development Committee meetings as required and maintain minutes.
  - Oversee and conduct performance evaluations of tribal staff. Attend local, state, and national meetings and workshops as requested.
  - Attend Tribal meeting and provide reports to the Tribal Citizens.
  - Maintain confidentiality of records and information.
  - Perform executive-level planning, organizing, directing, and evaluation of tribal departments and programs.
  - Review operating results, compare them to established objectives, and take steps to ensure that the appropriate measures are taken to correct unsatisfactory results.
  - Assist in the identification, evaluation and development of Economic Development projects.
  - Coordinates meetings with potential economic development opportunity partners.
  - Assists the Economic Development Committee as needed.
- **Qualifications, Knowledge and Skills:**
  - Prefer a BA or BS degree in Business or Public Administration or related degree with three years of verifiable, successful work experience as an administrator: OR
  - Associate Degree with combination of supervisions, education, and training with five years of experience as administrator and supervisor.
  - Experience in the area of Indian affairs or Tribal Government.
  - Knowledge and experience in audit preparation, financial management, government fund accounting, human resources/personnel/employee supervision, and grant and contract management.
  - Ability to multi-task and have excellent management, planning, and organizational skills.
  - Experience with computers -spreadsheets, word processing.
  - Must be bondable.
  - Receive and properly carry out instructions; meet with Tribal Members in a polite and businesslike manner; and establish and maintain effective working relationship with employees and Tribal Members.
  - Must have excellent analytical, oral, and writing skills, and have working knowledge and understanding of current Tribal and federal laws and regulations.
  - Should be able to effectively make public presentations when required.
  - Must be able to pass background check and have a valid North Carolina Driver's License and be insurable to drive tribal vehicles.
  - The Tribal Council may consider and waive certain qualifications based on an evaluation of experience of the individual applicant.
  - Must be able to take direction from Tribal Council and communicate those directions to staff.
  - Must pass a background Investigation.

**Preference:** the Tribe is an equal opportunity employer and service provider. American Indian preference will be given as applicable in accordance with U.S.C. Section 45, U.S. Supreme Court, (6/17/74).

**Application Deadline:** **March 15, 2019**

**Submit Resume and Application to:** Councilman Jimmie Silver, Haliwa-Saponi Indian Tribe, PO Box 99, Hollister, NC 27844