

Cortina Rancheria Band of Wintun Indians
Tribal Office
570 6th Street
Williams, CA 95987-1630

Job Description

Tribal Administrator

Closing Date

Until Filled

Salary/Benefits

55k - 65k D.O.E

Benefits Included

Purpose

Performs or supervises all administrative functions of the Cortina Rancheria Band of Wintun Indians operations. The position demands good interpersonal and written communication skills. Job applicant must be able to work independently with minimum supervision.

Organizational Relationship

The Tribal Administrator is directly accountable to the Cortina Rancheria Business Committee ("Tribal Council").

Duties & Responsibilities

- 1) Correspond with granting agencies or organizations, as required
- 2) Prepare required grant reports in a timely manner
- 3) Maintain, organize and complete grant files
- 4) Keep Council informed of correspondence needing the Council's attention
- 5) Keep Council and Staff informed about training opportunities
- 6) Monitor award budgets and expenses
- 7) Approve grant related purchases
- 8) Review and approve times-heets
- 9) Advertise job Openings
- 10) Assign tasks to Administrative Staff
- 11) Review funding opportunities and seek grant proposals
- 12) Seek ongoing training in areas of reporting requirements and grant writing
- 13) Be aware of tribal community needs and priorities development when directed
- 14) Prioritize administrative goals monthly
- 15) Prioritize tasks, daily
- 16) Develop tribal resolutions and maintain resolution numbers log
- 17) Attend Council meetings, coordinate training for Council Members, and report monthly to Council on activities, employee issues and grant award progress.

Other Responsibilities

Perform other related duties as assigned

Minimum Qualifications

- 1) High School Diploma or GED
- 2) Two Year Degree in Public or Business Administration preferred
- 3) In Lieu of Formal Education at least (4) years' experience in Business Management and Tribal Government Administration.
- 4) Ability to organize and prioritize work to meet deadlines
- 5) Previous work experience in office management, including supervision, helpful
- 6) Knowledge of BIA 638 Contracting Regulations helpful
- 7) NAHASDA, Indian Housing Plan and APR experience helpful
- 8) Knowledge of basic bookkeeping and reconciliation preferred
- 9) Ability to calculate and develop budgets necessary
- 10) Previous grant writing experience helpful
- 11) Must have strong written and verbal communication skills
- 12) At least (3) references from previous employers preferred

Supervision

This position will supervise Tribal Administrative Staff, the Director of Environmental Programs and other employees as necessary.

Physical Demands

Mostly sedentary position; some travel required; Incumbent must be able to lift, carry, push and pull at least 20 pounds. Incumbent must be able to work accurately and efficiently in a busy and sometimes stressful environment.

Summation

Job applicant must be organized and timely; good public relation skills are essential in working with tribal membership and general public; must be flexible to adapt to evolving work duties; must be able to work independently with limited supervision; and must be able to maintain confidentiality.

****Preference given to qualified American Indians in accordance with the Indian Preference Act. Applicants claiming Indian Preference will be required to submit verification of Indian heritage documentation certificated by respective tribe of affiliation.****

Interested applicants should mail a cover letter and resume to: Cortina Rancheria Band of Wintun Indians, ATTN: Charlie Wright, Tribal Chairman @ P.O. Box 1630 Williams, California 95987.