EKLUTNA NATIVE VILLAGE
Tribal Government

POSITION DESCRIPTION

JOB TITLE: Tribal Administrator
REPORTS TO: Tribal Council
SALARY: Exempt position, salary DOE with 90-day probation period

GENERAL FUNCTION: The Tribal Administrator of the Native Village of Eklutna is responsible for planning, monitoring, organizing, coordinating, and directing all activities of NVE under the supervisory control of the NVE Traditional Tribal Council. Work requires the exercise of mature judgment and the practices of sound management techniques and practices in a wide variety of administrative and related areas, with professional and friendly disposition.

The Tribal Administrator will act in the best interests of the Tribe by protecting our community’s cultural integrity; promote social and economic well-being and to further its political interests. To act in accordance with all applicable federal laws that do not restrict the tenets or practices of tribal sovereignty.

Unless otherwise specified by the Council, the duties and responsibilities of the Tribal Administrator shall include the following:

Knowledge, Skills, and Abilities:
1. Federal, state and privately funded programs.
2. General office administration practices and procedures.
4. Management oversight of project contracts.
5. Budget preparation and administration.
6. Planning activities and strategies.
7. Working with people from different walks of life.
8. Effectively communicate in written form and orally.

GENERAL DUTIES:
1. Assist the Tribal Council in ensuring all Council and Committee meeting materials to include but not limited to: Preparation of Meeting notices; agendas; drafts resolutions and prepares a variety of supportive documents such as contracts, budgets and materials for Council and Committee meetings.
2. Provide Reports twice per month to the Council concerning the status of assignments, duties, projects, functions, and budget performance of NVE;
establishes objectives and deadlines for meetings; administers a variety of programs and NVE operations.

3. Represents or assists the Council in negotiations and related administrative meetings, conferences with governmental and non-governmental organizations per Council instructions.

4. Responsible for various programs budgets, grant requirements and evaluations.

5. Responsible for the planning, monitoring, organizing, coordinating and directing all NVE activities. Provide intervention, assessment, counseling, referrals and coordination of services in accordance with the goals and objectives of the various programs.

6. Responsible for creating and gathering information for the Tribal quarterly newsletter.

Preferred Qualifications:

1. Bachelor’s degree from an accredited college.
2. Three years of Executive management experience.
3. Two years of Grant Writing and Grant management experience.
5. Personnel management experience.
6. Valid Alaskan driver’s license required.
7. Familiarity with HIPPA and compliance requirements.

The Tribal Administrator will work independently with minimal supervision and represent the Native Village of Eklutna appropriately. She/he will demonstrate excellent written and verbal communication skills. The ability to manage stress and handle crisis situations under pressure is a necessity.

Applicants must display high morals, and good work ethics, and possess the ability to maintain confidentiality. Applicants should be self-motivated, work well with other people and willing to work as a member as well as the leader of a team. Applicants must have consistent and timely attendance, be neat in appearance, and possess a helpful attitude. Applicants will need to be proficient with office equipment and a variety of computer programs.

The Tribal Administrator must hold an Alaskan Driver’s license with a good driving record. A background check, including criminal history and fingerprinting, will be required. Additionally, Tribal Administrator will be required to successfully complete Health Insurance Portability and Accountability Act (HIPAA) compliance training.

Please send resume and cover letter to aaronleggett@eklutna.org to apply.

NATIVE PREFERENCE: Consistent with Public Law 93-638, the Native Village of Eklutna will exercise Native preference in recruiting and hiring for this position. Tribal Members preferred.

Signature Tribal Council President 6/3/22