



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill \* P.O. Box 2226 Oakhurst CA 93644

(559) 412-5590

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### **POSITION DESCRIPTION -Tribal Administrator**

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Reports To: Tribal Council

Department: Administration

Status: Exempt

Salary Range: Negotiable, DOE  
and Education

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#### **SUMMARY & SCOPE OF POSTION:**

Under the Direction of the PRCI Tribal Council, the Tribal Administrator is responsible for the overall tribal management including Administration, Financial Management, Human Resources, and program/project management. The Tribal Administrator provides support and guidance to all tribal programs including cultural, youth and education, emergency services, environmental protection, housing, ICWA, and social services, economic development and other contracted and /or grant programs. The TA works together with the Tribal Council to carry out the goals and objectives of the Tribal Council, which governs the PRCI Tribe. Tribal Administrator will be responsible for preparing contracts, supervising and assigning tasks to staff, Coordinating resources, reviewing and revising documents, conducting meetings, over sight of all tribal Fiscal and budgetary accounts.

#### **DUTIES AND RESPONSIBILITIES:**

1. Supervises the management current government-funded program s in accordance with federal, state, and tribal guideline in an efficient manner, meeting all obligations and requirements of contracts. Current programs include Elderly Services, Natural and Cultural Resources, ICWA, Education, Enrollment, Grants and Finance.
2. Establish goals and objectives for each department and provide the leadership that ensures each Department is being managed to meet and accomplish their goals and objectives. Maintain Progress reports and assists departments to meet their objectives.
3. Knowledge of PRCI policies recommends policy changes for Human Resources to keep Tribal Personnel policies up to date, Recruits, interviews, and recommends the hiring of key personnel.
4. Prepares and implements the Tribal Administration annual budget and approves subsequent

Modifications, monitors and evaluates assigned department and program budgets. Assures that general Funds programs, indirect cost proposals, and contract and grant proposals are submitted in compliance with Tribal and Federal guidelines.

5. Coordinates an administrative review process for all approved grants to ensure managers and directors Submit financial and program reports to Federal agencies in a timely and efficient manner. Assists in Negotiations of Tribal council approved contracts, grants agreements and contracts for services or leases.
6. Effectively manage the tribal budget process to ensure submission of program budgets. Ensures that budgets meet the goals and objectives of each department.
7. Provides reports regularly to the Tribal Chairperson concerning the status of all assignments, duties, projects and functions of the various programs and activities, assist in establishing programs objectives and meeting deadlines, prepare contracts, budgets, reports and other support documents as needed.
8. Review, recommend necessary changes, provide training and ensure implementation and equal application of all laws and policies related to Employment, Drug-free Workplace, Sexual Harassment and other policies of the Picayune Rancheria. Conduct Provide leadership that creates a positive work environment; facilitate conflict resolution and negotiations to create a win/win situation whenever possible.
9. Conduct professional and personal life in a manner that protects and promotes the values and laws of the Picayune Rancheria of Chukchansi Indians and enhances the reputation of the Tribe. Protect the Picayune Rancheria's assets.
10. Completes other duties as assigned by Tribal Council.

## **QUALIFICATIONS:**

1. Masters Degree in Business Administration, Public Administration or related field is preferred.
2. A minimum of five years of previous, successful experience in managing and supervising Director-level positions is required experience must include:
  - Developing and implementing strategic organizational and departmental plans for establishing and meeting goals and objectives
  - Knowledge and experience in audit preparation, financial management, and government fund accounting, human resources/personnel/employee supervision, and grant contract management.
  - Plan work load and carry out assignments effectively and to meet established deadlines
  - Effective communication - both oral and written

- Ability to work effectively with people from a wide variety of backgrounds and a diverse population
  - Demonstrated, successful leadership skills including the ability to interact in a positive manner, with all people in the organization. Applicant must provide three (3) letters of reference describing their interpersonal approach to management or specific situations.
3. Ability to analyze, reason and make sound decisions is required.
  4. Knowledge of Tribal communities and specifically Chukchansi history is preferred.
  5. Provide monthly reports.
  6. Ability to work within a demanding environment
  7. A valid driver's license, transportation and insurance are required.
  8. Must pass a background, security check prior to employment.
  9. Must pass a pre-employment drug screen test.

***PRCI Tribal Preference:***

Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training and hiring. First, enrolled Tribal Members who meet the Basic Qualifications shall not be denied if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enroll Tribal Members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate.

***Native Preference:***

In accordance with Title VII 1964 Indian Civil Rights Act, Section 701(b) and 703(i), Preference in filling all vacancies will be given to qualified American Indian/Alaskan Native candidates.

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(Employee)

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(Date)