

Job Description: Tribal Administrator  
Location: Louden Tribal Council Office – Galena, Alaska  
Supervisor: Louden Tribal Council First and Second Chief  
Salary: DOE, \$72,800 - \$114,400  
Employment Status: Full-time  
Open: Closes December 30, 2021

**PURPOSE:**

To oversee management and administration of all programs, projects, and functions and assure they are implemented in accordance with the policies and procedure established by the Tribal Council and in compliance with appropriate Tribal, Federal, and State laws and regulations.

**ORGANIZATIONAL RELATIONSHIPS:**

The Tribal Administrator is accountable to the Louden Tribal Council for the performance of assigned duties and responsibilities. This is a management position and will have supervisory responsibilities over all the staff hired to work for the Louden Tribal Council.

**DUTIES:**

1. Implement and review annually the Tribal Council's management systems.
2. Provide oversight in the development, training, and implementation of an accounting system for the Tribal Council, and overall responsibility for implementation of all accounting policies and procedures.
3. Cooperate with the Louden Tribal Council in developing and implementing the general educational, health, social, tribal, employment programs provided under the Louden Tribal Council; including but not limited to federal contracts, or grants offered through the Department of Interior, Bureau of Indian Affairs, Health and Human Services, and Indian Health Services, etc.
4. Consult with appropriate federal, state, and local officials or private funding organizations in formulating and implementing programs, functions, and activities, appropriate educational, health, and social services under guidelines established pursuant to federal, state, and local statutes or regulations, and directives.
5. Direct and assist in the establishment and maintenance of records, files, and data information systems for the Tribal Council's property and equipment, including but not limited to the required financial, personnel and administrative records.
6. Supervise the purchase, allocation, installation and maintenance of all office furniture, fixtures, materials, and communication equipment, assign and enforce authorized use of the Tribal Council's program vehicles and other such equipment,

and coordinate the repair, renovation, and maintenance of Tribal property and equipment.

7. Assign specific duties and responsibilities to subordinates, annually review, and evaluate their performance and execute appropriate status changes. As part of the normal personnel related functions, the Tribal Administrator is responsible for complying with all anti-discrimination, and minority preference statues of the federal, state, and local governments.
8. Negotiate all grants and contract proposals and other federal state agency and private foundation grant proposals for existing and new programs.
9. Assist Louden Tribal Council with the development of long and short-range organizational goals and objectives for the Tribal Council. Coordinate annual training for Council members.
10. Coordinate the preparation of the annual budget with subordinate staff.
11. Assist in the preparation of or prepare grant applications.
12. Prepare agenda for and attend all Tribal Council and General Meetings to present information as requested; represent the Louden Tribal Council at meetings and conferences held outside of Louden; call for and conduct staff meetings as needed.
13. Perform all other duties and responsibilities as assigned by the Tribal Council.

#### RESPONSIBILITIES:

1. The day-to-day management of all programs, activities, and functions of the Louden Tribal Council.
2. Employ needed personnel on contract or staff basis.
3. The hiring and termination of employees, and to regulate the terms of employment.
4. Developing and/or reviewing contracts needed for the day-to-day operations of the Tribal Council.
5. Assure that all programs, activities, and functions conducted or planned by the Louden Tribal Council are following all applicable Tribal, Federal, and State laws and regulations.

#### KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to present ideas publicly and meet with diverse groups.
2. Strong public relations and interpersonal skills a must.
3. Ability to work with federal and state agencies at all levels.
4. Working knowledge of the federal and state laws and regulations to keep all funding sources in compliance.
5. Ability to supervise and work with staff to meet the needs of the Louden Tribal Council.
6. Ability to work independently.

7. Ability to work accurately and efficiently in a busy and sometimes stressful environment.

**QUALIFICATIONS:**

1. Minimum of three (3) years of experience working with or for a Tribal or Tribal Organization or similar management experience.
2. Ability to communicate orally or written with skills in design and development of community-based Tribal services.
3. Dependable, mature, and possess the ability to make authoritative decisions in performance of duties.

**REQUIRED:**

1. Louden Council Tribal Employment Application
2. Letter of application, detailing your experience and qualifications

**BENEFITS:**

1. Health, dental and vision insurance
2. Housing could be provided

Under the authority of P.L. 93-638, Indian preference shall be given to the applicant(s) who meet the minimum qualification.