



# Walker River Paiute Tribe

*Human Resources Department*

## JOB ANNOUNCEMENT

Job Title:	Tribal Administrator	Supervisor:	Tribal Chairman
Department:	Administration	Location:	Administration
Salary Range:	\$50,197.47-\$55,342.72	Pay Grade:	12
FSLA Status:	Exempt	Type:	Full-time
Open Date:	April 21, 2021	Close Date:	May 27, 2021

*2<sup>nd</sup> Posting*

### **Definition:**

Under direct supervision the Tribal Chairman, is responsible for administering assigned programs i.e. water & sewer, roads, senior center, etc., responsibility for the daily administrative operations and management of Tribal Council approved programs; renders direct assistance to the Chairperson in the successful operations of the Walker River Paiute Tribe (WRPT).

### **Essential Duties & Responsibilities:**

- Develops and maintains working relationships and communications with Tribal Chairman, administrative and program officials to ensure cooperative and effective management within Tribal Governmental operations.
- Responsible for the timely evaluations of assigned program directors and supervisors, including but not limited to their individual performance objectives.
- Responsible for the day-to-day administration & organizational compliance with the WRPT Tribe Personnel Policies & Procedures system.
- Plans, directs, coordinates, and administers the activities of assigned Tribal Council approved programs in carrying out the program's objectives.
- Responsible for the compliance with laws, rules, regulations, and policies.
- Develops operating procedures and performance standards for Tribal programs.
- Directs the organization and operation of Tribal activities on a daily basis.
- Reports regularly to the Tribal Chairperson concerning the status of assignments, duties, project and functions of the various programs, activities and personnel.
- Establishes program objectives and deadlines for meeting objectives.
- Administers a variety of special programs and operations.
- Assists in the annual preparations and review process of annual budgets for Tribal programs.
- Assisting assigned programs for the submissions of financial reports and budgets to the Tribal Council and to funding agencies.
- Provides clear and concise monthly reports to the Tribal Chairperson and Tribal Council of administration activities.
- Assists Program Directors and Supervisors in areas of management including but not limited to problem solving, grant funds planning and compliance, property inventory, implementing of Tribal Council agenda procedures, development and distribution in a timely manner prior to scheduled Tribal meetings.
- Prepares & coordinates timely employee evaluations; coordinates payroll processing & record keeping.
- Responsible for recommending & coordinating employee-training programs.

- Responsible for position planning, recruitment & interview coordination with the HR Director.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of traditional form of government and tribal customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge and familiarization with computer operations (computer literacy), word processing and modern office practices and procedures.
- Knowledge of the principles of supervision, organization development and administration of a Tribal organization.
- Knowledge of current trends, and developments in the fields of public administration, budget formulation and budget execution.
- Knowledge of the Indian self-determination and Education Assistance Act, Public Law 93-638 and the current amendments for such.
- Ability to interpret all applicable laws, rules and regulations to make determination and recommendations on policies and procedures for the Tribal Council.
- Ability to learn the inter-workings of the Tribal Governments operations, organization, and functions, and the relationships with other levels and forms of government.
- Ability to plan, direct and coordinate the work of subordinates.
- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relations with Tribal officers, employees, and general public
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills.
- Ability to maintain confidentiality.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

**Minimum Qualifications:**

- Bachelor's Degree in business or public administration, or related field plus six years increasingly responsible supervisory experience in Administration and/or management of multi-faceted programs operating under the direction of Program Directors; or equivalent combination of education and experience.
- Must possess and maintain a valid Nevada driver's license
- Must provide a current DMV driving report.
- Must be able to be insurable by the Tribe's Driving Policy.
- Must be able to successfully pass a pre-employment drug/alcohol screen
- Must successfully pass a background investigation.

For applications contact Human Resource at the Tribal Administration Building,  
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;  
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: [wfrank@wrpt.org](mailto:wfrank@wrpt.org)  
<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.