**BRISTOL BAY NATIVE ASSOCIATION**
**POSITION DESCRIPTION**

**POSITION TITLE: TRIBAL ADMINISTRATOR I-II; NEW KOLIGANEK VILLAGE COUNCIL**

**OBJECTIVE:** Tribal Administrators work as provided in a Memorandum of Agreement between BBNA and Tribal Councils to perform a variety of administrative services which may include accounting and administration of compact pass through funds and other services. The types of duties will vary based on the determination of the individual Tribal Councils. Some examples of other administrative services which may be included are supervision of Tribal staff, payroll and accounts payable/receivables, grant writing and reporting, project development, utilities, seasonal activities, inventory, and acting as the first point of contact for Tribal business. This is not an all-inclusive list and is subject to change by the Tribal Council.

**QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the Essential Job Results stated below. Job knowledge required: High School graduate or equivalent. Willingness and ability to learn and achieve training requirements necessary to accomplish the duties set forth by the Tribal Council. Ability to work independently, with minimal supervision. Able to complete a variety of tasks in an organized manner. Willing/able to travel as necessary. Preferred: Two or more year's office experience. Supervisory experience/skills. Familiarity with Tribe, Bristol Bay area, people, and cultures.

**ESSENTIAL JOB RESULTS**.

**Ensuring fiscal responsibility**
*by*

1. Assisting the Tribe in managing all aspects of the Compact Pass-through Policy grant funds and associated Attachments.
2. Utilizing accounting program software.
3. Assisting with the development of the annual Pass-through grant budget for Tribe's approval.
4. Maintaining program accounts and ensuring reconciliation of the tribe's finances (bank accounts).
5. Maintaining and complying with all reporting requirements including, but not limited, to those listed in current Compact Pass-through Policy.

**Keeps Management Informed**
*by*

1. Responding to all incoming mail in a timely manner and forwarding as appropriate.
2. Communicating directly to BBNA supervisor for technical assistance needs, proper routing of time sheets, leave requests, travel notices or other work as required by BBNA.
3. Communicating directly to Tribal/Village Council on activities.
4. Attending monthly Council Meetings and participating as directed by Tribal Council.
5. Being alert to grant funding opportunities and notices of important deadlines.

**Monitors and improves program and service quality**.

*by*

1. Training which may include
    a. Accounting /Bookkeeping
    b. Administration/Personnel
    c. OMB Circulars for grants management (including Pass-Through funding)
    d. Taking advantage of other appropriate trainings/educational opportunities to enhance overall professional/management skills related to Tribe's goals.
2. Participating in annual Administrator's and President's workshops
3. Sharing knowledge or ideas on ways to improve overall effectiveness of program.

**Protect program integrity and client privacy**

*by*

Agreeing to BBNA's policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

**Travel as necessary**

*by*

Participating in other meetings as assigned and to exchange current information significant to regional, Tribal, State and Federal entities.

**Contribute to the overall team effort**

*by*

Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

**Tribal Council Description of Administrative Duties**

• Main Point of Contact for all New Koliganek Village Council departments, programs, and grants

• Manages and maintains accurate end of the year, annual, quarterly, and monthly reporting for all departments, programs and grants.

• Supervises all New Koliganek Village Council employees and their duties and responsibilities.

• Supervise and manages all New Koliganek Village bank accounts
  o Reconciliation of all accounts
  o Check depositing
  o New Koliganek Village Council Employee Payroll and IRS 941 Tax Deposits
  o Payments, billing, and sales transactions regarding any and all departments, programs, and grants

• Arrange and set up monthly board meetings – agenda and meeting minutes

Departments, Programs and Grants

• Water and Sewer Department
  o Rural Utility Business Advisor (RUBA) Program

• Electric Department – Power Plant, Electric and Fuel
  o State of Alaska: Bulk Fuel Loan
  o Alaska Energy Power Authority: Cost Equalization (PCE) Program

• IGAP Dept – Refuse Sales

*If needed, more space is provided on the next page.*

**Use space below to continue adding Tribal Council assigned duties.**

- Road Maintenance Dept.

- NKVC Bed and Breakfast – Reservations and Sales

- Energy Assistance Programs
  - o Bristol Bay Housing Authority HUD/NAHASDA Program
  - o Bristol Bay Native Association LIHEAP Program

- State of Alaska Community Revenue Sharing Program

New Koliganek Village Council Employees
- Tribal Clerk
- Postal Worker
- IGAP Coordinator, IGAP Technician, IGAP Solid Waste Operator
- Water and Sewer Operator, W&S Assistant
- Fuel Sales Operator
- Power Plant Operator
- Maintenance Person & Maintenance Assistant
- Building Janitors
- COVID – 19 Preparedness & Response Project Assistant
- Heavy Equipment Operators
- Temporary / On – Call Office Assistants, Laborers

**WAGE :** Administrator I: $39,936/yr (20.48/hr) - $46,722/yr (23.96/hr)
Administrator II: $52,709/yr (27.03/hr) - $71,448/yr (36.64/hr)

**REPORTS TO:** Accounting & Office Management Specialist at Regional Office and President or designee at Tribal Office.

**CLASSIFICATION:** Regular- Fulltime; 7.5 hours/day

**WORK SCHEDULE:** AM ☐ to PM ☐

**SIGNATURES**

Employee Acknowledgement _____ Date _____

Tribal Council President _____ Date _____

BBNA Supervisor _____ Date _____

Human Resources Director _____ Date _____

President & CEO _____ Date _____