



## BRISTOL BAY NATIVE ASSOCIATION POSTION DESCRIPTION

**POSITION TITLE:** TRIBAL ADMINISTRATOR

**DEPARTMENT:** COMMUNITY SERVICES

**OBJECTIVE:** The Tribal Administrator is responsible for the overall tribal management including administration financial management, program management and enrollment management. The Tribal Administrator works at the direction of the Tribal President/Chief or delegate., performing the duties necessary to ensure accountability, compliance and administration of all local, state, federal and other contracted and/or grant programs. Preparation of reports and/or contracts, supervising and assigning tasks to staff, reviewing and revising documents, facilitating meetings, coordinating events, monitoring fiscal requirements, preparing budgets, reports and narratives. The Tribal Administrator will be a liaison in conjunction with Bristol Bay Native Association for focusing on short and long-range goals for the Tribe. This position shall be the representative of the Tribe and Bristol Bay Native Association to the public, tribal membership, local, state and other federal agencies.

**QUALIFICATIONS: EDUCATION & EXPERIENCE** - Required: A minimum of three years in an administrative capacity and/or combination education, training, experience in community development, management, supervision, and administration equal to 6 years of successful administration or in a position of equal responsibility. Preferred: Bachelor's degree with three years' successful work as an administrator or 6 years as a Tribal clerk. Substitutions: BBNA may consider any equivalent combination of education, experience, and cultural knowledge. BBNA also reserves the right to waive non-essential requirements in order to select the candidate who best fits the needs of the organization and tribe

**SKILLS & ABILITIES** - Ability to establish and maintain working relationships and partnerships within the tribe, local community, other organizations and local, state and federal governments and agencies. Ability to interpret complex documents such as grant proposals, grant applications and awards. Knowledge of GAAP accounting rules and standards, non-profit financial management, fiscal operations, financial management and audit preparation. Ability to interpret complex financial documents such as general ledger, balance sheet and profit and loss statement

**TECHNICAL PROFICINENCY** – Must have excellent analytical, proof reading and organizational skills. Ability to multitask with attention to detail and quality control. Skill in operating a variety of office and accounting software programs, i.e. Microsoft Suite, QuickBooks or similar software.

**OTHER REQUIRMENTS** – Knowledge of Indian Affairs and Tribal government operations. Satisfactory State and Federal criminal and financial background check, U.S HHS IG Exclusion List check and employment reference check.



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### JOB RESULTS:

#### **Achieves Program functions by**

- Oversee the daily operations and affairs of the Tribe. Directs Tribal Clerks in Tribal Administration activities. Trains and manages staff though and/or in conjunction with department and tribal staff.
- Identify, propose, plan and execute projects, programs and policies and procedures which are socially and economically beneficial to all Tribal members and which meets BBNA and Tribal goals, objectives, vision, and strategic plan.
- Coordinates an administrative review process for all approved grants to ensure Tribal Clerks and BBNA Accounting and Office Managers submit financial and program reports to Federal agencies in a timely and efficient manner. Assists in negotiations of President/Chief and Tribal Council approved contracts, grant agreements, and contracts for services and leases.
- Interfaces with grant agencies and Tribal management personnel to ensure programs are managed in compliance with applicable regulations and Tribal policies and operating procedures for governing personnel, finance, contracting, administrative, records, facilities, and property. Take corrective action when required when issues are identified.
- Provides leadership in policy administration, human resource management and fiscal responsibility. Serves as the Tribal Emergency Manager responsible to coordinate local and federal emergency management to establish and implement Tribal Emergency management plans. Oversees communication and reporting to all local, state, and federal agencies and contracted services.
- Coordinates with the Tribal Clerk for Tribal Enrollment Roll updates including new and deceased.

#### **Fiscal & Risk Management**

- Oversee fiscal operations, including budgets, grants, scheduled expenditures and requisitions, and audit preparation.
- In coordination with BBNA Accounting and Office Managers, prepares Tribal Administration annual budget and subsequent modifications for presentation to the President/Chief, Tribal Council, and BBNA Community Services Director. Upon approval implements, monitors, and evaluates, assigned department and program budgets. Assures that general programs, contracts and grant proposals are submitted in compliance with Tribal, Federal, and BBNA guidelines.

#### **Keep Management Informed by**

- Provides reports regularly to the President/Chief and Tribal Council concerning status of all assignments, duties, projections and functions of the various programs and activities, assists in establishing program objectives and meeting deadlines,



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preparing resolutions, contracts, budgets, reports, and other support documents as needed.

### **Meet requirements for travel in and out of region by**

- Scheduling well planned trips to provide services, participate in training, workshops and to ensure communications and exchange of current information significant to Village, Regional, Tribal, State, and Federal entities. Willing and able to travel in and out of region including in light aircraft.

### **Monitors and improves program and service quality by**

- Monitoring and being prepared to respond to key Federal, State, and Tribal initiatives relating to the Tribal goals and objectives.

### **Protect program integrity and client privacy by**

- Agreeing with BBNA's policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.
- Ability to respond effectively to sensitive inquiries and complaints and maintain confidentiality.
- Ability to utilize professionalism and diplomacy with those who may be experiencing degrees of stress and are under duress.

### **Contributes to 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.

**REPORTS TO:** TRIBAL ONSITE SUPERVISOR AND ACCOUNTING AND OFFICE MANAGER

**DUTY STATION:** IN-REGION

**WAGE:** [\$41.33/hr (\$80,594/yr) – \$84.39/hr (\$164,560/yr)]

**CLASS RANGE:** 20

**EMPLOYMENT TYPE:** FULL-TIME

**FLSA STATUS:** EXEMPT

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Employee Acknowledgement

Date



## BRISTOL BAY NATIVE ASSOCIATION POSTION DESCRIPTION

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Tribe Supervisors' Signature

Date

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BBNA Supervisors' Signature

Date

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Director of Human Resources

Date

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President & Chief Executive Officer

Date