

Lone Pine Paiute-Shoshone Reservation

P.O. Box 747 • 975 Teya Road

Lone Pine, CA 93545

(760) 876-1034

Fax (760) 876-8302

Web Site: www.lppsr.org

POSITION: Tribal Administrator

SUPERVISED BY: Reports directly to Tribal Chairperson; Tribal Officers

SALARY: \$100,000-\$125,000, depending on experience

Exempt, Full-time, 40 hours/week, with benefits (medical, dental, vision, term-life & retirement)

GENERAL STATEMENT OF RESPONSIBILITIES: To plan, direct and coordinate the overall administrative activities and operation of the Tribe; to provide advice, assistance and staff support to the Tribal Officers; exercise independent judgement and initiative; provide administrative direction to tribal department heads and staff; and to serve as director for personnel, planning and finance functions.

MINIMUM QUALIFICATIONS:

1. B.S. Degree in Business, Public Administration or related discipline or four (4) years of successful work experience as an Administrator; or
2. A.S. Degree in Business, Public Administration or related discipline or six (6) years of successful work experience as an Administrator.
3. Strong written and oral skills.
4. Advanced skills in Microsoft Office (Word, Excel, Access, Publisher, PowerPoint, and Outlook) and basic knowledge of financial software.
5. Experience in contact, fiscal and personnel management, tribal government and community relations.
6. Must possess a valid Driver's License with no restriction and be insurable under the Tribe's vehicle insurance policy.
7. Must pass pre-employment background checks including alcohol, drug and health tests.

8. Knowledge of Federal Indian Law highly desirable.

JOB DUTIES AND RESPONSIBILITIES:

1. Provide effective leadership and coordinate and supervise the daily operations of all departments.
2. Provide grant, contract and financial management to insure successful administration and completion.
3. Strict adherence to policies & procedures, ordinances, rules and regulations and directives given by the tribal officers.
4. Ability to supervise, counsel, and evaluate all employees; enforcement of employee disciplinary actions; respond to grievance procedures; and hire and discharge employees.
5. Work closely with accountant to ensure adherence to adopted annual budgets to assure goals and objectives are met.
6. Maintain effective, positive communication with tribal officers, general council, tribal, local, state and federal governments and their respective staff.
7. May be required to attend out-of-town trainings, conferences and meetings.
8. May be required to work weekends and attend evening social and cultural events.
9. Meet regularly and work closely with tribal committees.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Interpersonal skills that demonstrate professionalism, respect, and diplomacy.
2. Ability to interpret and understand financial reports, accounting documents, employment law, policies and procedures, and regulatory information.
3. Demonstrate professional ethics.
4. Ability to analyze, summarize, and present information in an effective manner.
5. Ability to evaluate a critical situation and plan a quick course of action for corrective resolution.

6. Ability to help provide a safe environment for employees, members and guests through compliance of established standards and guidelines.
7. Knowledge of current social, political and economic trends.
8. Knowledge of up-to-date local, state, and federal laws (i.e., FEMA, HUD, Indian Child Welfare Act, NEPA, Indian Housing Programs) relative to tribal governments and operations.

DEADLINE TO APPLY: Open until filled. Applications forms are available on the Tribe's website:

www.lppsr.org or at the Tribal Officers, 975 Teya Road, Lone Pine, CA 93545. For question or additional information, please contact 760-876-1034 or receptionist@lppsr.org

SUBMIT MATERIALS OUTLINED TO:

Lone Pine Paiute-Shoshone Tribe, P.O. Box 747, Lone Pine, CA 93545 or the Tribal Offices mail drop box at 975 Teya Road, Lone Pine.

- A completed Lone Pine Paiute-Shoshone Tribal Application (required)
- A brief letter describing your interest in the position, including how your skills meet the required job responsibilities (required)
- A resume (required)

Pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450 et. Cet) and the Indian Preference Act (Title 25, U.S. Code section 472 and 473), Indian Preference will apply.