



MOAPA BAND OF PAIUTES

Moapa River Indian Reservation

P.O. Box 340

Moapa, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

JOB ANNOUNCEMENT

Title: Tribal Administrator
Supervisor: Tribal Chairman
Salary: Depending on Experience

Opens: January 30, 2012
Closes: Until Filled

Job Summary:

Under the direction of the Business Council and the Tribal Chairman, the Tribal Administrator will direct and administer daily operations of the tribal government. Develops, implements and monitors tribal programs and projects. Administers tribal policies and procedures. Oversees operation of tribal business enterprises including a casino, two convenience stores, travel plaza and fireworks sales. Also, works on the development of new economic development projects on the reservation.

Duties Include:

1. Administers tribal programs in accordance with contract guidelines following tribal policy consistent with applicable federal, state and local government laws and regulation;
2. Responsible for developing, updating, implementing, administering and maintaining tribal governing documents and the Police and Procedures Manual;
3. Research additional funding resources to expand programs for the members of the Moapa Band of Paiutes;
4. Supervise the tribal office day-to-day operations;
5. Responsible for interacting with and providing assistance to tribal members;
6. Provides detailed monthly written reports to the Business Council on tribal program activities and status;
7. Submits grants and contracts to funding agencies;
8. Grant administration;
9. Interaction with Tribal Council, tribal committees and tribal members;
10. Work with Finance Officer to ensure financial stability;
11. Make effective oral presentations to small and large groups;
12. Must be able to use initiative and exercise independent judgment within general policy guidelines;
13. Maintain accurate records and files;
14. Prepare clear and accurate reports;

Applications accepted: Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

15. Maintain effective working relationships with staff and tribal members;
16. Work with programs and department managers to develop and administer annual operating budgets;
17. Knowledge of Indian Law and tribal sovereignty as it relates to business management and tribal government operations;
18. Oversees operational business enterprises, including a casino, two convenience stores, travel plaza and fireworks sales;
19. Pursue economic development for the Moapa River Indian Reservation;
20. Other duties as needed or requires.

Requirements:

Must possess a Masters of Business Administration or Master in Business Management from an accredited college of university and three (3) years of direct experience (equivalent education and experience considered).

Must have the ability to plan, coordinate and direct varied, complex business operations.

Must have the ability to multitask and possess an excellence in management, planning and organization.

Must have working knowledge of tribal sovereignty as it relates to business management and tribal governance structure.

Must possess experience in marketing, business planning, grant administration and contract administration.

Must possess experience supervising or managing multiple programs/grants and working with tribal councils or board of directors.

Must have experience with supervision of personnel functions, financials, submission of contracts/grants to funding agencies, grant administration and interacting with tribal council, committees, boards and tribal members.

Must possess valid driver license and provide a 3 year driving history report.

Must be insurable through tribal insurance.

Must pass pre-employment background investigation

Must pass pre-employment alcohol/drug screening.

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