



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

## **POSITION DESCRIPTION**

**Position:** Tribal Administrator

**Salary:** \$60,000.00 - \$68,000.00 (DOE)

**Full-time Exempt Position**

**Opening:** Wednesday, May 4, 2022

**Closing:** Open Until Filled

### **BASIC FUNCTION:**

The Tribal Administrator is an appointed position and is responsible for the overall Tribal management functions which encompass Administration, Human Resources, Financial management, supervision of tribal employees, enforcing personnel policies and procedures, and grant and program management. Administers the programs and projects of the Quechan Tribe through subordinate staff on a day-to-day basis, under the overall Administration of the Tribal President, Vice-President, and Quechan Tribal Council. The Tribal Administrator will carry out his/her duties of day-to-day activities within the parameter of his/her responsibilities which do not involve policy determinations, and with residual responsibilities in other key areas as defined by the Tribal President and Vice-President.

### **DUTIES AND RESPONSIBILITIES:**

- Planning, organizing, and coordinating the delivery of Administrative services, with particular attention to the areas of Personnel Management. Overall Personnel Management responsibilities will include motivating and utilizing Personnel to perform as a unified workgroup.
- Will provide general supervision to Department Directors and staff in developing budgets, staffing patterns, and proposal development as well as resolving minor variations between Program Managers' proposals and supporting programs such as Fiscal Management and Grants/Contracts Coordinator.
- Monitors programs to assure activities are on schedule and in compliance with regulations and expenditure of funds are within Contract/Grant limits.
- Will provide technical and Administrative support to Program Managers.
- Pursues and manages grant funding and contracts for the Tribe.
- Establishes program directives and meets deadlines.

### **KNOWLEDGE & SKILLS REQUIRED:**

- Knowledge of budget principles, accounting, and manpower management.

- Working knowledge of Federal and State programs and Contracting procedures to plan, and program to meet Tribal goals and to provide positive direction.
- Knowledge of Human Resources policy which includes progressive discipline, grievances, and conflict resolution.
- Skill in communicating orally and in writing with the Tribal Council, other Governmental agencies, and the general public. Must be able to communicate diplomatically and effectively.
- Required to assume general Supervision over selected Tribal Programs according to the organizational chart.
- Management skill of non-clerical nature to constructively analyze reports, surveys, and other available data to determine needs, identify problems, and develop plans with alternatives to recommend to the Tribal Council.
  - Management skill to analyze organizational/operational problems, to develop timely and economical solutions in addition to recommending/implementing improvements in the management process.
  - Have the ability to exercise mature judgment and function under conditions of pressure and emotional stress. Must be able to operate effectively and positively despite adverse circumstances.
  - At times, maybe delegated as a representative for the Quechan Indian Tribe.
  - Strong interpersonal skills to work effectively within and outside of the Tribe and Tribal Council; exercises tact and diplomacy in working with other agencies.

### **QUALIFICATIONS & REQUIREMENTS:**

- Must have successfully completed academic education in one or more fields relating to the requirements of this position, with a minimum level of an Associate's Degree. A 4-year academic degree may be substituted for a maximum of 3 years' experience or the following experience:
  - Must have not less than 3-5 years cumulative Managerial, Administrative, Accounting, and Budgeting experience.
  - Managerial experience is defined as the direction of a program or operations through subordinate supervisors.
  - Administrative experience is defined as non-clerical in nature, involving activities such as performing research and analysis, budgeting, report preparation, coordinating programs/functions, drafting Policies and Procedures, monitoring expenditures, ensuring compliance with rules and regulations; experience in Employee Supervision.
- Bachelor's degree in Business Administration or Business Management or a relevant field preferred.
- Must have a valid Driver's License and be insurable under the Tribe's insurance.
- Must have knowledge in computer skills.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe**

**Human Resource Department**

**350 Picacho Road**

**Winterhaven, CA 92283**

**Telephone: (760) 919-3600 Ext. 280**

**Fax: (760) 919-3661**

**Mailing Address:**

**P. O. Box 1899**

**Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

**For further questions or to return an application electronically please e-mail us at [hrclerk@quechantribe.com](mailto:hrclerk@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.

