



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	September 12, 2023
CLOSING DATE OF ANNOUNCEMENT:	Until Filled
POSITION TITLE:	Tribal Administrator
SUPERVISES:	Yes
STARTING SALARY:	Negotiable
GRADE:	21
FLSA STATUS:	Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package <i>*See below</i>
SUBJECT TO P.L. 101-630:	Yes

GENERAL STATEMENT OF RESPONSIBILITIES:

The Tribal Administrator will maintain a professional appearance, attitude and working environment for the Susanville Indian Rancheria, its employees, and its tribal members. He/she is responsible for the daily operations of all tribal programs, including all contracts and grants administration and oversight. The Tribal Administrator ensures that the vision, mission, and core values of the tribe are expressed through all aspects of its operations. This position shall be the chief representative of the Tribal Business Council to the public and other agencies in the absence of the Tribal Chair or another Tribal Business Council member. The Tribal Administrator performs executive-level planning, organizing, directing and evaluation of departments and programs.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Interprets and assigns tribal policies and programs, as established by the Susanville Indian Rancheria, on behalf of employees, tribal members, or outside agencies in an efficient and timely manner. Manages operations and ensures results with respect to overall goals and objectives established within tribal government.
- Coordinates department-head meetings to review policy directives and obtain program reports. Evaluates the effectiveness of programs, identifies administrative problem areas, and prescribes and monitors corrective action plans. Directs the development and implementation of overall goals, objectives, policies, and procedures. Directs and ensures

proper coordination of all administrative affairs, staffing, programs, and other administrative activities.

- Works with Human Resources Manager to recommend policy changes to established personnel policies and procedures manual. Recruits, interviews, and recommends the hiring of key personnel of the Susanville Indian Rancheria. Performs performance evaluations of key personnel and department heads. Establishes criteria for retention, promotion, wage increases, etc. and evaluates the need to reprimand, demote, or terminate the employment of key management personnel. Resolves complaints and grievances of key personnel and department heads in accordance with ethics policies and the grievance process.
- Advises and assists the Susanville Indian Rancheria in planning, recommends administrative policy changes and reviews implementation progress. Directs the activities of the tribe's personnel and professional resources in strategic planning, organizational development, community development, and economic and resource development.
- Works with the tribe's Chief Financial Officer and department heads in preparing and implementing the annual budget, as well as the Mid-Year Budget Review. Monitors and evaluates assigned department and program budgets. Ensures that general fund programs, indirect cost proposals and contract and grant proposals are submitted in compliance with tribal and federal guidelines. Ensures federal contract and grant programs request necessary and reasonable contract support, indirect costs, and program support funding levels.
- Coordinates an administrative review process for submission of federal contracts and grants. Coordinates with appropriate personnel to review proposed contracts prior to submission to the Tribal Business Council and funding agencies. Ensures managers and directors submit financial and program reports to federal agencies in a timely and efficient manner. Assists in negotiations of Tribal Business Council approved contracts, grant agreements and contracts for services or leases.
- Interfaces with grant agency and tribal management personnel to ensure programs are managed in compliance with applicable regulations, tribal policies, and operating procedures. Governs personnel, finance, contracting, administration, records, facilities, and property aspects of the tribe. Takes corrective action when fiscal, contracting, human resource or other administrative problems are identified.
- Reports regularly to the Tribal Chair and Tribal Business Council concerning the status of all assignments, duties, projects and functions of the various programs and activities. Assists in establishing program objectives and meeting deadlines, preparing resolutions, contracts, budgets, reports, and other support documents as needed.
- Provides accounting codes for invoices daily.
- Enters all attorney and consultant invoices into the established excel spreadsheet and provides proper account codes for all activities.

- Reviews and recommends approval/disapproval of all tribal higher education scholarship applications. Enter higher education information, including degrees awarded, higher education awards, higher education scholarship suspensions, etc. into the established excel spreadsheet.
- Updates the tribe's and tribal entities System for Award Management (SAM) registrations on an annual basis.
- Presents annual lists to the Tribal Business Council of tribal members that are incarcerated and those that are Not in Good Standing at the first Tribal Business Council meeting in September.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Knowledge and understanding of audits and audit findings.
- B. Ability to work the hours necessary to complete required tasks.
- C. Ability to deal effectively in contacts with Indian people and organizations which requires tact, courtesy, discretion, resourcefulness, and good judgement in handling functions of a sensitive nature.
- D. Knowledge of Government Fund Accounting.
- E. Knowledge of principles and practices in at least three of the following administrative functions: fiscal operations, accounting, financial management, personnel, property, and contract management.
- F. Ability to plan and direct complex work projects. Ability to develop, present and gain acceptance for long-range program plans and budget.
- G. Knowledge of current tribal and Federal laws and regulations.
- H. Knowledge of P.L. 93-638 contracting and compacting procedures.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check.
4. Must pass a pre-employment drug test.

5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Master's Degree in Business Administration or Public Administration, or related degree, and three (3) years of successful work experience as an administrator or in a position of equal level or responsibility –OR– Bachelor's Degree in Business Administration or Public Administration, or related degree, and five (5) years of successful work experience as an administrator or in a position of equal level or responsibility.
7. Computer experience in various kinds of software, including but not limited to, word processing, spread sheets, desktop publishing, and presentations.
8. Demonstrated experience in preparing budgets and fiscal management practices.
9. Demonstrated experience in writing grants, grant management/grant compliance.
10. Thorough understanding of Native American governance issues.
11. Resident of Lassen County or become a resident of Lassen County within thirty (30) days of selection.

WORKPLACE ENVIRONMENT:

1. **PHYSICAL SAFETY:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.
2. **WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd Preference: All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases; eligibility for annual merit increases; sixteen paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA. Resumes in addition to the Application is encouraged but not mandatory.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **And/Or** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications and Knowledge, Skills, and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to jrobes@sir-nsn.gov or faxed to [530-251-1895](tel:530-251-1895) or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.