



Employee Job Description
<b>Position Title:</b> Tribal Administrator
<b>Facility:</b> Tribal Government
<b>Job Family:</b> Executive <b>Comp Grade:</b> Pay Scale Y (negotiable) <b>Status:</b> Full-Time Salary Exempt

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:** The Tribal Administrator will be responsible for ensuring that all government programs are complying and aligns with the values, vision, desired direction, and sovereignty of St. Croix Chippewa Indians of Wisconsin.

**Essential Functions:** The Tribal Administrator will report directly to the Tribal Council regarding departments, contracts, and grants. The Administrator will provide supervision and direction of Directors/Managers and their departments. The Administrator will participate in negotiations, oversight, and hiring/firing of personnel concerning Tribal Operations. The Administrator will provide oversight concerning policies and procedures.

**Tribal Administrator Job Duties:**

- Consults daily with Tribal Council, directors, and employees - ensuring departments and programs align with the overall direction, goals, and sovereignty of the Tribe
- Prepares and updates long/short missions, objectives and goals for the Tribe by ensuring that they are specific and attainable
- Responsible for approving all PAF's concerning hiring/firing, funding, hours changes
- Oversees grant management and compliance to ensure they are adhering to and in compliance with program expectations and granting agencies
- Ensures that directors are managing tribal programs/activities and they are reporting and answering to Tribal Council/administration
- Engages, manages, and directs tribal government managers and/or directors
- Assists Tribal Council in managing departments by keeping them informed of new policies/procedures, economic impacts, legal matters, and future impacts to programs
- Responsible for monthly meetings on various committees including director meetings
- Ensures that all meetings have been planned, prepared, and proper minutes or actions have been taking and reported to Tribal Council
- Develops open communication with directors, employees, community members, and Tribal Council

- Works collaboratively with Tribal Council and directors in developing and implementing strategic goals
- Provides accurate and timely material to Tribal Council for informative decisions
- Creates and proposes policies and programs that align with the mission and objectives the tribe
- Proposes plans in cooperation with CFO and Communications Coordinator that guide the tribe through difficult political, operational, or financial strategies
- Assists in the smooth transition of power during election leadership changes and assists in orientation of new members
- Responsible for compliance with resolutions, bylaws, ordinances, or policies and willingness to intervene when necessary
- Responsible for all duties and responsibilities as directed by the Tribal Council
- Improve the reputation and social responsibility throughout Indian Country
- Must be reliable, trustworthy, and transparent
- Must be flexible and available when needed

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Type of Supervisory Responsibilities:** The Tribal Administrator is directly responsible for supervising all managers/directors.

**Supervisory Responsibilities:** Supervisory duties include but are not limited to:

- Ensuring accountability for time and attendance of managers/directors
- Maintaining compliance, direction, and completion of programs and grant funding
- Provides orientation and expectations for new managers/directors that are involved in any grant funding
- Provides new manager/director reviews and annual reviews

**Directly Reporting to:** St. Croix Tribal Council

**Matrix of INDIRECT Reporting:** St. Croix Tribal Council

**Scope and Complexity:** Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:** OE-Typical Office Environment

- Requires extensive sitting with periodic standing and walking
- May be required to lift up to 10 pounds
- Requires use of computer and phone
- Needs adequate visual acuity, ability to grasp and handle objects

- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone
- Ability to address large/small groups of employees
- Requires frequent travel

**Minimum Qualifications**

- Bachelor’s degree in Business Administration, Public Administration, or related degree
- A minimum of five years in an administrative capacity with can include a combination of education, training, and experience in a position of similar responsibility
- Demonstrate a knowledge of principles and practices in following administrative functions: Employment Law, Fiscal Operations, Audit Preparation, Financial Management, Human Resources/Personnel, Property and Contract Management
- Experience in skill building in the areas of conflict resolution and team building
- Experience working collaboratively with all levels of employees and managers
- Requires effective presentation, verbal and written communication skills
- Experience planning and directing work projects; and experience developing long and short-range program plans and budgets
- Must have knowledge of local, tribal, state, and federal laws and regulations
- Must be bondable and pass a background check
- Required valid WI Driver’s License and be insurable

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*

EEPID	Employee Printed Name	Employee Signature	Date
Supervisor Printed Name		Supervisor Signature	Date

\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.