



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

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### **POSITION DESCRIPTION – DEPUTY TRIBAL ADMINISTRATOR**

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**Reports To:** Tribal Administrator

**Department:** Administration

**Status:** Exempt

**Salary Range:** \$90,000 - \$110,000 Annual

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#### **SUMMARY AND SCOPE:**

Under the direction of the Tribal Administrator, the Deputy Tribal Administrator will be responsible for the overall tribal management functions which encompass administration, fiscal management, supervision of tribal employees, policies and procedures and grant and program management. Receive and properly carry out instructions; meet with Tribal Members in a polite and businesslike manner; and establish and maintain effective working relationship with employees and Tribal Members. In the absence of the Tribal Administrator, the Deputy Administrator shall direct and monitor the Administration of all Tribal Departments.

#### **PRIMARY RESPONSIBILITIES:**

- Assist the Tribal Administrator with supervision and coordination of the activities of Tribal Administration.
- Provide direction as given by the Tribal Administrator to ensure the proper implementation of Tribal programs and to ensure goals and objectives are being met.
- Attend Tribal Council meetings in the absence of the Tribal Administrator and provide advice and assistance to the Tribal Administrator on matters relating to the effective administration of Picayune Rancheria of the Chukchansi Indians.
- Assist in implementation of Tribal budget. Ensure development and control of the annual Tribal budget and long-range capital improvement planning.
- Monitor personnel management functions and advises the Tribal Administrator of all employee related matters.
- Prepares Requests for Proposals (RFPs) to engage consultants needed for government projects.
- Draft basic consultant contracts for review and approval by the Legal department.
- Serve as the Risk Assessment Manager for the Tribal Government Office.
- Oversee the submission of reports by departments and ensure deadlines are being met.
- Assist with grant management strategies for Divisions and Departments under daily supervision.
- Shall coordinate with Federal, State, and Local agencies, community, and public agencies as assigned by the Tribal Administrator.
- Evaluates and addresses the technical assistance and training needs of the Tribe.

- Develops and reviews policies and procedures to ensure accountability.
- Must maintain effective working relationship with all employees and to always maintain a courteous and professional demeanor with the public.
- Maintain strict confidentiality and act professionally when representing the tribe.
- Must possess the ability to work on multiple projects at once and be able to articulate independence, urgency on day-to-day completion of these tasks.
- Have experience with a growth organization while challenging the status quo and be responsive to an ever-changing environment while maintaining an optimistic and positive outlook on change.
- Must possess a strong attention to details.
- Professional writing skills for grants, proposals, policies, MOU's.
- Needs the ability to convey ideas and information quickly and effectively in a persuasive and influential manner and can build great teams.
- Must be influential with effective soft skills and can rally a group to a common goal.
- Flexible and independent leader that can be flexible and work with groups and/or individuals.
- Competitive with highly inner directed, self-starting attitude with an expectation for the desired results.
- Perform other duties as required.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited university in Public Administration, Accounting, Business, or a related field is required. Master's degree is preferred.
- Must have two years of verifiable, successful work experience as an administrator or in a position of equal level of responsibility.
- Experience in Indian affairs or Tribal Government.
- Knowledge and experience in audit preparation, fiscal management, government fund accounting, human resources/personnel/employee supervision, and grant and contract management.
- Ability to multi-task and have excellent management, planning, and organizational skills.
- Experience with computers, spreadsheets, and word processing.
- Must be bondable.
- Must have excellent analytical, oral, and writing skills, and have working knowledge and understanding of current Tribal and federal laws and regulations.
- Should be able to effectively make public presentations when required.
- Must have a valid Driver's license and DMV printout.
- Must successfully complete a background investigation and pre-employment drug/alcohol screen.

**APPLICATION PROCESS:**

- If you are interested in this position, please submit the following:
- Completed Application
- Cover Letter and Resume
- Documentation of completion of Education
- If claiming Tribal Preference, please provide proof of Tribal Identification
  
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
  
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: [jobs@chukchansi-nsn.gov](mailto:jobs@chukchansi-nsn.gov)

**PRCI TRIBAL PREFERENCE:**

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

**INDIAN PREFERENCE STATEMENT:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

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(Approval Signature)

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(Date)

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(Employee Signature)

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(Date)