



## ***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 – TRIBAL ADMINISTRATOR**

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**Reports To:** Tribal Council

**Department:** Administration

**Status:** Exempt

**Salary Range:** \$150,000 - \$170,000 Annual

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

Under the direction of the Picayune Rancheria of the Chukchansi Indians Tribal Council, The Tribal Administrator shall have general and active management of the administrative affairs of the PRCI Tribe, as well as being responsible for leading the development and execution of both long and short-term goals of the strategic plan. The Tribal Administrator is responsible for the implementation of policies, orders, and resolutions approved by the Tribal Council. All other duties assigned by the Tribal Council will be carried out by the Tribal Administrator when appropriate and in a timely manner.

#### **PRIMARY RESPONSIBILITIES:**

- Supervises the management current government-funded programs in accordance with federal, state, and tribal guideline in an efficient manner, meeting all obligations and requirements of contracts. Current programs include Administration on Aging, Natural and Cultural Resources, ICWA, Education, Enrollment, Grants and Finance.
- Establish goals and objectives for each department and provide the leadership that ensures each Department is being managed to meet and accomplish their goals and objectives. Maintain Progress reports and assists departments to meet their objectives.
- Knowledge of PRCI policies recommends policy changes for Human Resources to keep Tribal Personnel policies up to date, Recruits, interviews, and recommends the hiring of key personnel.
- Prepares and implements the Tribal Administration annual budget and approves subsequent modifications, monitors and evaluates assigned department and program budgets. Assures that general fund programs, indirect cost proposals, and contract and grant proposals are submitted in compliance with Tribal and Federal guidelines.
- Coordinates an administrative review process for all approved grants to ensure managers and directors Submit financial and program reports to Federal agencies in a timely and efficient manner. Assists in Negotiations of Tribal council approved contracts, grants agreements and contracts for services or leases.
- Effectively manage the tribal budget process to ensure submission of program budgets. Ensures

that budgets meet the goals and objectives of each department.

- Ensure Tribal compliance with various federal laws as well as the Tribe's Constitution, Revenue Distribution Program, and any other governing agreements or relevant laws.
- Knowledge of and relating to accounting and finance practices used in government and business environments including the ability to analyze complex reports and data generated by such disciplines.
- Provides reports regularly to the Tribal Chairperson concerning the status of all assignments, duties, projects and functions of the various programs and activities, assist in establishing programs objectives and meeting deadlines, prepare contracts, budgets, reports and other support documents as needed.
- Review, recommend necessary changes, provide training and ensure implementation and equal application of all laws and policies related to Employment, Drug-free Workplace, Sexual Harassment and other policies of the Picayune Rancheria. Conduct Provide leadership that creates a positive work environment; facilitate conflict resolution and negotiations to create a win/win situation whenever possible.
- Conduct professional and personal life in a manner that protects and promotes the values and laws of the Picayune Rancheria of Chukchansi Indians and enhances the reputation of the Tribe. Protect the Picayune Rancheria's assets.
- Completes other duties as assigned by Tribal Council.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited university in Business Administration, Public Administration, or a related field is required.
- A minimum of five years of previous, successful experience in managing and supervising Director – level positions is required and experience must include:
  - Developing and implementing strategic organizational and departmental plans for establishing and meeting goals and objectives
  - Knowledge and experience in audit preparation, financial management, and government fund accounting, human resources/personnel/employee supervision, and grant contract management.
  - Plan work load and carry out assignments effectively and to meet established deadlines
  - Effective communication - both oral and written
  - Ability to work effectively with people from a wide variety of backgrounds and a diverse population
  - Demonstrated, successful leadership skills including the ability to interact in a positive manner, with all people in the organization.
- Ability to analyze, reason and make sound decisions is required.

- Knowledge of Tribal communities and specifically Chukchansi history is preferred.
- Provide monthly reports.
- Ability to work within a demanding environment
- A valid driver's license, transportation and insurance are required.
- Must pass a background, security check prior to employment.
- Must pass a pre-employment drug screen test.

**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 or Native 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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(Employee Signature)

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(Date)

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(Human Resources Representative Signature)

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(Date)