OVK EXTERNAL POSTING: Tribal Administrator

POSTING DATE: Tuesday, October 10, 2023
CLOSING DATE: Tuesday, December 19, 2023
Posting closes at the end of the business day.

POSITION TITLE: Tribal Administrator
REPORTS TO: Tribal Council
SALARY GRADE(S): Grade 11, Step 1 ($35hr)

DEPARTMENT: Administration
SUPERVISES: Department Managers, administrative staff.
CLASSIFICATION: Exempt/Full-Time/Contract

OUR MISSION:
The Organized Village of Kasaan is committed to promoting, preserving, and protecting indigenous Haida identity and values for our elders and youth. We look to the future in unity, by developing economic opportunities, promoting education, and utilizing our cultural, natural, and social resources.

Purpose of the Department.
The Tribal Administrator shall oversee the day-to-day operations of the Tribal Government departments, programmatic compliance of programs that provide benefits and services to the Tribal Citizens and provides technical advice and assistance with the legislative duties of the Tribal Council. The Tribal Administrator Job Description shall be written as seen above.

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Position Summary:
The Tribal Administrator is the Head Administrative Officer of the Organized Village of Kasaan. The Tribal Administrator has the responsibility for the daily operation of all Tribal Affairs, including the performance of all staff persons and the achievement of goals within programs administered by the Tribe. The major responsibility of the Tribal Administrator is the implementation of Tribal Policy once it is formulated and enacted by the Tribal Council. The Tribal Administrator also assists the Tribal Council in identifying and formulating policy goals, objectives, and unmet needs, etc. The Tribal Administrator reports directly to the Tribal Council. This position requires an awareness and deep appreciation of Indigenous traditions, customs, and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contact with Indigenous people, organizations, and Tribal Governments. This requires tact, courtesy, confidentially, discretion, resourcefulness, and good judgement in handling sensitive issues. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES:
Must be able to take direction from the Tribal Council, implement and communicate those directions to staff. Ensure financial and program reports to federal agencies and the Tribal Council are submitted in a timely and efficient manner. Identify and seek new funding opportunities to meet the Tribe’s goals and objectives. Administer, oversee, and implement all grants, programs, policies, and services approved by the Tribal Council.
and monitor to ensure overall goals and objectives are accomplished. Coordinate department head meetings to obtain progress reports on a monthly basis. Provides reports regularly to the Tribal Council concerning the status of all assignments, duties, projects, functions of the various programs, activities, assist in establishing programs objectives, meeting deadlines, preparing resolutions, contracts, budgets, reports, and other support documents as needed. Performs executive-level planning, organizing, directing and evaluation of tribal departments and programs. Assist Tribal Citizens in resolving concerns with Tribal Programs, policies, staff, and keeps the Tribal Council aware of issues brought in by the Tribal Citizens.

GOVERNANCE

- Assists the Tribal Council by coordinating, managing, and delegating all Self-Governance activities and projects including ensuring diligent and consistent compliance with Federal contract provisions.
- Internally and externally negotiates, develops, and monitors compliance with applicable Tribal, Federal, State laws, regulations, contracts, cooperative agreements, memoranda of understanding (MOU), memorandum of agreement (MOA), that affect, associate and/or commit cooperation of the OVK and/or impact Tribal Sovereignty.
- In cooperation with the Financial Manager, shall act as the BIA Self-Governance Compact Point of Contact, to ensure that the compacts are adhered to by the Tribe and BIA.
- Directs and conducts all Tribal Governmental matters of the Organized Village of Kasaan as authorized by the Tribal Council and in accordance with the Tribe’s Governing Laws, Resolutions, and Personnel Policies and Procedures.
- Knowledge and adherence to all Tribal laws and ordinances, and in so far as possible, Tribal Customs.
- Drafts tribal documents, i.e., resolutions, memoranda, letters, policies etc., as required pursuant to the Tribal Council’s directions.
- Implements the Tribe’s Personnel Policies and Procedures and changes thereto in compliance with the Tribal Council’s instructions.
- Proposes recommendations to the Tribal Council for changes to all Tribal Policies as needed.

FINANCIAL MANAGEMENT

- In collaboration with OVK Financial Manager, oversees staff in developing annual budgets that support operating plans/departments, including administration, within established guidelines for submission and approval of the Tribal Council.
- In collaboration with OVK Financial Manager, and the Tribal Council, creates annual operating plans that support strategic direction set by the Tribal Council and correlates with annual operating budgets; submits annual plan to the Tribal Council for approval.
- Analyze budget allocation programs criteria to identify likely funds for transfer to OVK from BIA budgets.
- Administer the approved operating budget by monitoring expenditures and recommending justifiable changes to the Tribal Council.
- Interfaces with grant agencies and Tribal Management Personnel to assure programs are managed in compliance with applicable regulations, Tribal Policies, operating procedures governing personnel, finance, contracting, administration, records, facilities, and property.
- Takes corrective action when fiscal, contracting, personnel, or other administrative problems are identified in coordination with the Financial Manager and as approved by the Tribal Council.
- Monitor and enforce financial policies, procedures, and budgets established by the Tribal Council.
- Administer grants of the Tribe to ensure results and oversee grants administered by Directors, Grant Managers, or Coordinators with respect to overall program goals and objectives established within the scope and purpose of the grants.
- Ensures that each Tribal Program’s operations and budget expenditures are in compliance with the respective Program’s budget and guidelines.
• Researches the Federal Register and other resources for the availability of funds and write proposals for funding, if or, as requested by the Tribal Council.
• Assists the Tribal Council on developing and maintaining annual operating and expenditure budgets by presenting monthly financial updates to the Tribal Council.

OPERATIONS
• Works with the Tribal Council to develop and implement plans for the operational infrastructure of systems, policies and procedures, and staff.
• Coordinate, manage and delegate all departmental/program activities and projects including ensuring diligent and consistent compliance within the directives provided by the Tribal Council.
• Provides reports regularly to the Tribal Council concerning the status of all assignments, duties, projects, creation of positions, 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.
• In collaboration with the Tribal Council, assist the Tribe and its programs with developing governance capacity, citizenship, expansion of programs, strategic planning, defining goals and priorities, develop/identify business opportunities, collaborating on projects and planning on future development and expansion of services.
• Develop, implement, and maintain OVK Tribal Administrator Standard Operating Procedures Manual.
• Maintain accuracy of the Tribal Council Portal and/or electronic binder which contains all current and adopted documents, including but not limited to: Approved Minutes, Resolutions, Policies, Ordinances, Contracts, MOA’s, MOU’s, Prior and Current Fiscal Budgets, Committees List with the accompanying records (description, minutes, approved actions, budgets, etc.) and all Legislative History of the Tribe.
• Ensures that each Tribal Council Member has access to the Tribal Council Portal/electronic binder.

LEADERSHIP
• Performs all duties associated with being a personnel manager, including the employment and evaluation of Program Directors and other staff/personnel in conjunction with the Tribe’s HR Department and in compliance with the Tribe’s Personnel Policies and Procedures.
• Provides leadership and fosters an accountable and success-oriented environment by encouraging productivity and building a highly inclusive culture.
• Additionally, the Tribal Administrator is responsible for motivating, coaching, and mobilizing staff to ensure that team members thrive and meet all implemented organizational outcomes.
• Assist IT department in implementing and advancing the use of technology and communication to Tribal Citizens/Community.
• Acts as a Safety Officer and ensures the safety of all personnel employed by the Tribe in accordance with OSHA Regulations.
• Provides supervision for Program Administrators/Directors and administrative staff.
• Identifies tribal citizen employment barriers, minimum qualifications, additional education, and training activities to increase tribal citizen workforce within the Tribe.
• Performs other duties as assigned by the Tribal Council.
• Research relevant training opportunities that coincide with established work goals, within the allowable budget, and submits training proposals with accurate information for approval by the Tribal Council.
• Gives regular reports of trainings taken/certificates received upon training commencement.

TRIBAL CITIZEN RELATIONS
• Develops, implements, and maintains ongoing initiative that increases communication to and from Tribal Citizens.
• Identifies Tribal Citizen participation barriers, creates welcoming environment free of judgement to
increase tribal citizen participation of meetings, programs, and activities within the Tribe.

- Meets with Tribal Citizens to examine needs regarding the development of long-term programs, goals, and objectives and the evaluation of department operations.
- Provides continual advocacy for Tribal Citizens.

REQUIRED COMPETENCIES

QUALIFICATIONS: To perform the job successfully, the ideal candidate should demonstrate the following competencies:

PROBLEM SOLVING: Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

PROJECT MANAGEMENT: Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

TECHNICAL SKILLS: Assesses own strengths and weaknesses; pursues training and development opportunities upon the approval of the Tribal Council; strives to continuously build knowledge and skills; shares expertise with others.

CUSTOMER SERVICES: Manages difficult or emotional situations; responds promptly to client/tribal citizen needs; solicits client/tribal citizen feedback to improve service; responds to requests for services and assistance timely and professionally; meets commitments.

INTERPERSONAL SKILLS: Focuses on solving conflicts, not blaming, maintains confidentiality; listens to others without interrupting, keeps emotions under control; remains open to others’ ideas and willing to adjust perspective accordingly.

ORAL COMMUNICATION: Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skill; participates in meetings.

WRITTEN COMMUNICATION: Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret complex written information.

TEAMWORK: Balances team and individual responsibilities; exhibits objectivity and openness to others’ views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone’s efforts to succeed.

VISIONARY LEADERSHIP: Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates; exhibits confidence in self and others; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

CHANGE MANAGEMENT: Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

DELEGATION: Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

MANAGING PEOPLE: Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates’ activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates’ skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products, and services.; Continually works to improve supervisory skills.

QUALITY MANAGEMENT: Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

BUSINESS ACUMEN: Understands business implications of decisions; Displays orientation to profitability;

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Email an application with a resume’ to: OVK Human Resources, at r.battis@soaringbirdssolutions.com
Demonstrates knowledge of market and competition; Aligns work with strategic goals.

**COST CONSCIOUSNESS:** Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

**DIVERSITY:** Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

**ETHICS:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Honest, fair, and trustworthy; and maintains confidentiality.

**ORGANIZATIONAL SUPPORT:** Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization’s goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**STRATEGIC THINKING:** Develops strategies to achieve organizational goals; Understands organization’s strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

**JUDGEMENT:** Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**MOTIVATION:** Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

**PLANNING/ORGANIZING:** Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

**PROFESSIONALISM:** Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**QUALITY:** Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality. Applies feedback to improve performance; Monitors own work to ensure quality.

**QUANTITY:** Completes work in timely manner; Strives to increase productivity; Works quickly.

**ADAPTABILITY:** Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**DEPENDABILITY:** Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**INITIATIVE:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**INNOVATION:** Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention.

**PREFERRED QUALIFICATIONS:**
- BA or BS in Business Administration or,
- Associate degree/Certificate in Tribal Governance

**MINIMUM QUALIFICATIONS:**
- Working knowledge of current Tribal and Federal laws and regulations, be computer literate, have excellent analytical, oral, written, and organizational skills.
- 5+ Years’ Experience in Tribal Government in an administrative capacity and/or combination of
education, training and experience in supervision, business management, community development.

- Demonstrates basic knowledge of principle and practices in the following administrative function:
  Employment Law, Fiscal operations, Audit preparation, financial management, Human Resources/Personnel, Property and Contract Management
- Experience and capability in planning and directing complex work projects, and the ability to develop, present, and gain acceptance of long-range program plans and budgets.
- Grant management and writing experience.
- Must be bondable.
- Must have a valid Alaska Driver’s License

The Tribal Council may consider and waive certain qualifications based on an evaluation of experience of the individual applicant.

To Apply:

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If you have any questions, the Soaring Bird Solutions office phone is (725) 251-9909.

NATIVE PREFERENCE:

It is the policy of OVK to exercise preference to Alaska Natives/American Indians in hiring, compensation, assignments, training, and promotions. Native applicants seeking employment with OVK must provide proof of their tribal enrolment or documentation that they are a member of a federally recognized Tribe before Native preference can be applied.

Native applicants who meet the minimum qualifications of a job description may be offered employment before a non- Native who meets the minimum qualifications is offered employment.

Preference is given to Alaska Native/American Indian Applicants who meet minimum requirements according to the provisions of P.L. 93-638

NON-DISCRIMINATION:

To provide equal opportunity and advancement opportunities to all individuals, employment decisions within OVK will be based on merit, qualifications, and abilities. In the recruitment, selection, training, utilization, promotion, termination, or other personnel actions OVK does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

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