

Tribal Administrator Position Announcement

The Native Village of Afognak is soliciting applications to fill the position of Tribal Administrator.

Under the direction of the Native Village of Afognak (NVA) Tribal Council, the **Tribal Administrator** will serve as the Chief Executive Officer to coordinate and oversee the Tribal Government and manage the day-to-day operations of the Tribe. Responsibilities include all aspects of the Tribal Government Operations including actively diversifying the Tribe's revenue.

The Tribal Administrator oversees the ICWA department, Tribal youth programs, the environmental department, grants management, and federal and state relations. Strong familiarity with Tribal history and Indigenous governance is required, as well as some knowledge of cultural and environmental issues.

Position Duties and Other Responsibilities (include but not limited to):

- ❑ Facilitate Tribal Council functions and Tribal government operations while adhering to approved governance policies and NVA's Constitution.
- ❑ Assure that programs benefit Tribal members and that program implementation is consistent with Council policies and NVA's strategic plan.
- ❑ Work effectively and collaboratively with the Tribe's accounting department on fiscal management, which includes developing budgets, maintaining strict internal controls, reporting on all federal and state grants – including annual narratives and budgets – and regularly reviewing and monitoring NVA's financial position.
- ❑ Assure program implementation is consistent with funding requirements and Tribal policies.
- ❑ Grow business operations and actively seek new opportunities to diversify and increase revenue for the Tribe.
- ❑ Develop and pursue program-funding sources including new and continued grant funding.
- ❑ Prepare, present, and implement effective communication of issues important to the Tribal Council and membership.
- ❑ Network and coordinate with local, regional, statewide and national organizations regarding all governmental issues for the benefit of the Tribe, relaying information to Tribal Council.

- Oversee development and performance of staff and team members, which include hiring, training, planning, motivation, mentoring, staff development and evaluations, and corrective action plans, as needed.
- Negotiate contracts and oversee their implementation.
- Facilitate all legal matters for the Tribe.
- Serve as the primary link between Council and Staff.
- Other duties as assigned or directed by Tribal Council.

This job description may be changed at any time to include new responsibilities and/or tasks and/or to change existing ones, in discussion with the Council and Tribal Administrator

Position Knowledge, Abilities, and Skill Requirements

We are looking for applicants who:

- **Have attained a Bachelor's degree, preferably in a related field of management, business or public administration, and a minimum of five (5) years of previous related experience.**
- Possess complete working knowledge and skills necessary for finding, planning, writing, and managing federal, State, and private grants.
- Have knowledge of tribal policies, regulations, codes, and ordinances and ICWA.
- Have the ability to communicate effectively, both verbally and in writing.
- Possess a working knowledge of Microsoft Office products, general Windows environment, general IT knowledge and modern marketing techniques.
- Possess knowledge of safety regulations and the ability to bend and lift up to 50 pounds, as well as tolerate long periods of sitting and standing.
- Have the ability to implement various grant requirements in the office and in the field; perform data analysis and research; create and enforce policy and procedures for operating various equipment as needed for the maintenance department; and be able to create, implement, and enforce office policy and procedures for office management and government operations.
- Are able to work prescribed hours and to fulfill work schedules routinely and punctually.
- Possess strong time and project management skills, strong organizational and public speaking skills and basic financial management knowledge.

- Have the ability to work both independently and collaboratively with office personnel, Tribal Council, peers, and community members.
- Have the ability and willingness to travel for Tribe related business.

Salary Range and Benefits Package

The salary range is between \$60,000 to \$85,000 per year, depending on experience. NVA offers a full-benefit package including health insurance, retirement and paid time off.

How to Apply

Send a completed employment application a resume and cover letter to NVA no later than 5:00pm March 1, 2019. The application can be downloaded from www.afognak.org under the "Staff" section. Applications can be sent using the following:

By Mail: NVA
 Attn: Melissa Borton
 115 Mill Bay Rd
 Kodiak, AK 99615

By Fax: (907) 486-6529

By Email: administrator@afognak.org

Conditions of Employment

The employee will have a 90-day probationary period and must pass an initial criminal background check to be eligible for and maintain employment. All employment is "at will". This means that the employee or Tribe may terminate the employment relationship at any time for any reason. The employee must possess a valid driver's license.

Additional Information

All applicants must be able to demonstrate their US work authorization during the employment verification process.

About the Tribe

The people of the Native Village of Afognak are the descendants of the original Alutiiq inhabitants of the village of Ag'waneq, which was located on the island of Afognak, three miles off the shore of Kodiak Island. We are a federally recognized Tribe. Members of our Tribe inhabited our ancestral village until the Great Earthquake and Tsunami of 1964. Today many of our members live and work in the City of Kodiak, the village of Port Lions, Anchorage, and the Lower 48 states.