

SAN JUAN SOUTHERN PAIUTE TRIBE

REQUEST FOR QUALIFICATIONS (RFQ)

FULL-TIME TRIBAL ADMINISTRATOR

Date Opened: December 16, 2022; Open Until Filled

Applications Accepted By:

Mail, Fax or Email:

San Juan Southern Paiute Tribe
P.O. Box 2950
Tuba City, AZ 86045
k.barlow@sanjuanpaiute-nsn.gov
Fax: 928-233-8948

Documents to Submit:

- Cover Letter
- Resume
- Employment Application
- Two (2) Letters of Recommendation

Position Description

The San Juan Southern Paiute Tribe, located in Tuba City, Arizona, is seeking to hire a Tribal Administrator. The Tribal Administrator will serve under the direct supervision of the Tribal President & Vice President and general supervision of the Tribal Council. The Tribal Administrator shall have all responsibilities of day to day administrative operations and management of all business affairs. The Tribal Administrator is expected to maintain and enhance Tribal resources and ensure that all Tribal operations are in compliance with Tribal policies.

Duties and Responsibilities

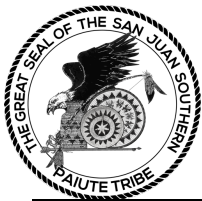
- Position requires considerable effort in all aspects of researching for grants/contracts, writing proposals, and negotiating with funding sources.
- Act as coordinator for economic development and similar contracting areas.
- Assist with the development and implementation of training programs for Tribal Council Members in such areas as planning, budgeting, property management, and contract management.
- Attend Tribal Council Meetings regularly and/or as directed by the Tribal Council.
- Create and maintain all projects approved by the Tribal Council.
- Must ensure all spending at the Tribal Administration is done pursuant to the Fiscal Policy Manual and strictly adheres to the financial requirements of the San Juan Southern Paiute Tribe
- Maintain confidentiality

Qualifications and Skills

- Must be available to work Full-Time onsite, located both in and around Tuba City, Arizona.
- Expert knowledge of Tribal Administration policies and procedures
- Experience working with Tribal governments or Tribal organizations in planning, directing, and evaluating comprehensive administrative programs
- Supervisory experience that demonstrates a level of senior executive management capabilities
- The ability to effectively lead a team toward meeting the Tribal Administrations vision, mission, and goals
- Skills in grant writing, administration, and oversight
- A working knowledge of the principles and practices of financial and managerial accounting; the ability to manage financial resources strategically and with integrity
- A demonstrated knowledge of information technology and data management
- A working knowledge of computer software application, including word processing, spreadsheets, databases, and medical records
- The ability to build relationships and coalitions with other Tribes, Federal agencies, State and local governments, nonprofit and private sector organizations, and internal organizations to achieve common goals.
- The ability to bring about strategic change to meet Department goals

Preferred Qualifications:

- Bachelor's degree, or equivalent work experience
- Minimum of 5 years' experience, preferably with a tribal organization
- Must have a valid drivers' license



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Background Check: Hire is subject to successful completion of a background check.

Hiring Preference: The Tribe is an equal opportunity employer. Applicants who are enrolled members of the Tribe and who meet the necessary qualifications for this position will be given preference in hiring and employment for this position and applicants who are enrolled members of any other tribe who meet the necessary qualifications will be given secondary preference.