**JOB ANNOUNCEMENT**

**Post Date: 11/23/20**

**Round Valley Tribal Business Administrator**

**Closing Date: Open until filled**

* **Position:** Tribal Business Administrator, Tribal Operations
* **Wages:** $50,000.00 to $75,000.00 Annual, DOE
* **Reports to:** Tribal Council
* **Hours:** Monday to Friday, 8:00 A.M. to 5:00 P.M., One Saturday per Month

**General Responsibilities:**

Under the direction of the Tribal Council, the Tribal Business Administrator plans, manages, and coordinates the day to day operations of the Tribal government under the general supervision of the Tribal Council. The Tribal Business Administrator oversees the tribal businesses, supervises administrative staff, and implements tribal policies. The Tribal Business Administrator serves as primary advisor to the Tribal Council.

**Qualifications include:**

The ability to respond effectively to sensitive inquiries; to utilize professionalism and diplomacy with those who may be experiencing high degrees of stress; maintain confidentiality with tribal members, government operations, and staff; communicate effectively with tribal members and staff members from a variety of backgrounds (professional, technical, clerical, etc.); The ability to provide leadership by: Being a strategic visionary with sound technical skills, analytical ability, good judgment, and strong operational focus; well-organized and self-directed, politically savvy, and a team player; an intelligent and articulate individual who can relate to people at all levels; and a decisive individual who possesses big picture perspective; and the ability to gather, assemble, and analyze facts, derive conclusions and devise solutions to management problems.

Must have a Bachelor’s degree in Business Administration, Public Administration, or Accounting with an emphasis in management. Master’s degree preferred; Minimum requirement of five (5) years in supervisory management with increasing administrative responsibilities; and

must be able to travel when necessary; Must possess a valid California Driver’s License, dependable vehicle and auto insurance; must pass pre-employment drug screening and agree to submit to random drug testing.

**To Apply Contact:**

Round Valley Indian Tribes, Personnel Department 77826 Covelo Road, Covelo CA 95248 For more information call 707.983.6126, Ext. 103 All applications must include a Resume. Full Job Description will be available for each position when requested

**INDIAN PREFERENCE:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Round Valley Indian Tribes is an Equal Opportunity Employer.

**ROUND VALLEY INDIAN TRIBES IS AN EQUAL OPPORTUNITY EMPLOYER (EOE) Applicants are considered without regard to race, color, religion, sex, age, national origin, sexual orientation, marital or veteran status, or the presence of a non-job-related mental or physical disability.**