



# NANSEMOND INDIAN NATION

## JOB DESCRIPTION

### TRIBAL ADMINISTRATOR

<b>Position Title:</b> Tribal Administrator <b>Division:</b> Executive <b>Supervisor:</b> Chief	<b>Status:</b> Fulltime/Exempt <b>Range:</b> \$95,000 - \$125,000
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#### SUMMARY

The Administrator is the Constitutionally chartered chief operations officer of the Nation. Under Article III., Section 3 of the Nation's Constitution, the Administrator is vested with the authority to manage and oversee the day-to-day operations of several departments of the Executive Branch of the Nation's Government.

#### DUTIES & RESPONSIBILITIES

The Administrator, under the supervision and direction of the Chief, shall administer the Executive Branch Departments of the Nation in compliance with applicable law such as, but not limited to, the following:

1. Work cooperatively with departments to direct and support a structured cohesive administration accomplishing measurable short and long range goals consistent with the mission and vision of the Nation.
2. Recommend the creation of laws, codes, policies, procedures, and carry out processes that ensure efficient effective operational, reporting, evaluation, and compliance systems within the several departments.
3. Provide strategic direction and oversight to the Senior Management Team in compliance with applicable laws, regulations, and policies.
4. Oversee the creation and maintenance of a centralized archive and repository for tribal government data and proprietary information.
5. Oversee the preparation and administration of annual budgets, reports, and projects.
6. Serve as an official representative to national, state, or local events, professional or civic organizations, and other entities as delegated by the Chief.
7. Evaluate performance, analyze, and interpret data and metrics to improve outcomes.
8. Complete other duties as assigned by the Chief or required by applicable law.

#### QUALIFICATIONS & REQUIREMENTS

1. A successful candidate will possess the following preferred Qualifications:
  - A. Master's Degree in Public Administration or equivalent field; and
  - B. Seven (7) or more years of successful experience as a Chief Executive Officer of a Public or Tribal Government or in a corporate structure with multiple departments; and

- C. Ten (10) or more years of successful progressive experience working in a Public or Tribal Government administrative managerial or executive capacity or similar environment in a corporate structure; or
- D. An acceptable combination of education and experience that in the Nation's discretion, equates to the preferred qualifications.

2. Requirements include:

- A. Submission to, and successful passage of, drug-testing and background check requirements; and
- B. Possessing and maintain valid driver's license and be insurable by the Tribe's auto insurer; and
- C. Have excellent communication skills – verbal, written, electronic and auditory.
- D. Have strong authoritative managerial and organizational management skills that inspire respect amongst colleagues and a positive team building atmosphere.
- E. Have excellent working knowledge of computers and common software programs such as, but not limited to, Microsoft Office Suite, Adobe Acrobat, and financial software.
- F. Have knowledge of accounting and sound financial practices and requirements.
- G. Have experience and working knowledge of federal laws impacting Indian tribal nations.

**PREFERENCES EXERCISED**

Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e-2(i)(1982), provides an exception to Title VII's general nondiscrimination principles through which Indian tribal nations exercise an employment and contracting preference in favor of American Indians. Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975, 25 U.S.C. § 450e(b), requires the inclusion of Indian preference provisions in certain federal contracts and grants.

The Nation shall give preference to enrolled citizens of Indian tribes/nations for employment and Indian/tribally owned businesses for contracting opportunities. In other than the proceeding situations, the Nation is an Equal Opportunity Employer (EOE).

**DISCLAIMER**

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The selected candidate must successfully comply with applicable drug testing and background check requirements.*

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Nansemond Indian Nation reserves the right to amend and change responsibilities to meet governmental, business, and organizational needs. This document does not create an employment contract, implied or otherwise. Employment in this job is an "at will" employment relationship.*