



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

Open

**Opening Date: 10/10/2018**      **Closing Date: Open Until Filled**

Position Title: Tribal Administrator

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Department: Administration

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Work Schedule: Varies

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Wage Rate: Pay Range 79: \$54.90 - \$70.27/ Bi-Weekly/  
Non-Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- Master's Degree In Business or Public Administration
- Doctorate Preferred
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

### Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: [Teresa.Ceballos@tulerivertribe-nsn.gov](mailto:Teresa.Ceballos@tulerivertribe-nsn.gov)

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION TITLE:** Tribal Administrator **WORKSITE:** Tule River Indian Reservation  
340 North Reservation Road  
Porterville, CA 93257

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### POSITION DESCRIPTION

The Tribal Administrator shall direct and monitor the administration of all Tribal Departments and Central Administration to insure compliance with all applicable rules, regulations and tribal policy. Shall be under policy direction from the Tribal Council and shall carry out directives issued by the Tribal Council as required. Shall assist and advise the Tribal Council on matters pertaining to Tribal budget, and program operations, community, and economic development.

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### QUALIFICATIONS:

1. Masters Degree in Business or Public Administration; Doctorate preferred. Or minimum of 5 years of experience working in recent Administrative or Business Management level.
  2. Experience in a Tribal Government or business management environment preferred.
  3. Development and control of a multimillion dollar budget; and analysis of administrative and operational procedures to enhance organization effectiveness.
  4. Advanced skills in Microsoft Office (Word, Excel, Access, Publisher, PowerPoint, and Outlook).
  5. Ability to successfully manage and direct executive staff such as directors in areas of operations, accounting, and employee relation concerns.
  6. Excellent overall business acumen including but not limited to Accounting, Operations, and Human Resources.
  7. Must be professional, polite, and respectful towards all guests.
  8. Must be able to handle extended hours when necessary.
  9. Ability to influence others in a positive manner.
  10. Ability to handle and maintain confidential information.
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### DUTIES & RESPONSIBILITIES:

1. Supervises and Coordinates the activities of Central Administration which consist of the following major departments and directors.
2. Shall supervise over all Tribal Department(s) Director(s) and provide direction as necessary to insure the proper implementation of Tribal programs and policies.
3. Attend Tribal Council meetings and provide advice and assistance as requested to the Tribal Council on matters relating to the effective Administration of all departments.

4. Conduct analysis of administrative practices or problems. Implement changes as necessary to insure effective delivery of services to the Tribal Community.
5. Works closely with Human Resources functions and advises Tribal Council of all employee related matters.
6. Oversee the submission of reports as required by funding agencies to insure deadlines are being met.
7. Shall coordinate with Federal, State and Local entities, community, and public agencies as needed.
8. This position has the authority to make those decisions deemed in the best interest of the Tribe in regards to the effective administration of departments.
9. Perform other duties as assigned.

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#### KNOWLEDGE SKILLS & ABILITIES:

1. Excellent inter personal skills with demonstrated patience, tact and respect.
2. Must be able to work from oral and written instructions.
3. Excellent verbal and active listening skills.
4. Ability to interpret financials, accounting documents, employment law, and policies & procedures.
5. Demonstrated analytical and problem-solving skills and ability to gather and interpret data, develop recommendations, and analyze results.
6. Ability to quickly evaluate alternatives and decide on a plan of action.
7. Must successfully complete a pre-employment drug screen and background investigation.
8. Must possess a Valid California Drivers License and be insurable through the Tribe.

#### *Promotes the following within Departments and among all Tribal Employees:*

- Creates a positive atmosphere for all Tribal guests and employees.
- Encourage mutual respect, dignity and integrity with all Tribal Employees, by setting positive examples at all times.
- Instills an atmosphere that encourages employees to share ideas, discuss concerns and resolve conflicts.
- Retains employees through involvement in employee training & development.
- Explains WHY we do things, in advance of doing them.
- Provide a safe work environment for employees, through compliance with established safety guidelines, identifying potential safety hazards, and reporting it to the appropriate person, for proper resolution.
- Maintain a professional departmental, company and community reputation.
- Maintain consistent and regular attendance record.
- Enforce performance standards, policies and procedures as they relate to the department.

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**This position reports to:** Tule River Tribal Council/ Chairman/Vice-Chairman

**Position Supervises:** Tule River Indian Reservation Tribal Department  
Directors/Managers

**Salary:** Pay Range 79: \$4,391.79-\$5,621.86/Bi-Weekly  
Salaried/Non-Overtime Eligible

**Hours:** 40+ Hours/Per Week  
8:00AM- 5:00PM Monday – Friday  
Hours may vary depending on projects, events, and other factors.

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO &  
401(K) participation.

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE**