

KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION

Title: Tribal Administrator

Position: Salary/Exempt

Salary: Negotiable/BOE

Reports to: Tribal Council

Responsibilities:

The Tribal Administrator is the focal point of vision and leadership for the Kickapoo Tribe in Kansas. Incumbent has responsibility and accountability for successful program development and administrative leadership and direction, with oversight of all existing and new tribal programs for the day-to-day activities operated within the Kickapoo Tribe in Kansas Indian Government employment system.

Essential Duties and Responsibilities include the following:

- The primary responsibility is to assure policy decision of the Kickapoo Tribal Council are implemented in an effective and appropriate manner.
- Incumbent has responsibility and accountability for the successful development and implementation of goals, objectives, and policies of the Tribal Council.
- The Tribal Administrator shall have supervisory authority over all Program Directors, Managers, Coordinators, and assist with program development and guidance in proposals.
- Coordinate development of program budgets with Program Directors and works cooperatively with Fiscal/Accounting, Contracts Department in maintaining budgetary compliance as a member of the budget Committee, with final approval through Tribal Council.
- Shall become familiar with all program personnel functions, guidelines, regulations, and grants, federal and state requirements.
- Shall work closely with Tribal Grant Writer, and assist all Tribal programs to assure goals and objectives of their programs of meeting the compliance issues of their grant/contracts and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Draft agenda and initiate monthly responsiveness meetings with Program Directors and Coordinators on compliance issues and/or any new announcements.
- Evaluates Program Directors/Managers in conjunction with Personnel Officer, and assures the timely submission of personnel evaluations to the Human Resource Office.
- Consults with Personnel Officer on policy revision or additions, which will need final approval from Tribal Council.
- Consults with Personnel Officer in decisions regarding the selection of new personnel for new or existing management positions and also regarding potential involuntary separation of employees.
- Responsible for collecting quarterly reports from all Tribal programs, for Tribal Council review.
- Shall report on a monthly basis to the Kickapoo Tribal Council on the status and progress of administrative programs and other operations.
- Shall make program reports when required for General Council meetings.
- Gather information on issues, incidents, and procedural problems, perform due diligence and research as appropriate, and formulate a staff opinion. Document and present the findings as appropriate to the Tribal Council.
- Establishes and maintains an effective system of communications throughout the Tribal programs.

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- Performs other related duties as assigned or requested.

Qualifications:

- Position requires a degree in Bachelor's Degree in Business Administration from a 4 year college or university, with five (5) years experience in management and supervision. Prefer business experience in working for a federally recognized Tribal Governmental Operations, and Federal Programs.
- An understanding of Tribal sovereignty as it relates to business.
- Position requires a motivated person with supervisory experience who has excellent organizational skills, oral/written communication skills and must be able to take administrative direction from the Tribal Council.
- Experience must include planning, budgeting, monitoring and evaluation skills.
- Demonstrated ability to work effectively with diverse individuals and groups.

Privacy Policy:

The Tribal Administrator shall comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a(i)(I)).

Drug-Free Workplace Policy:

As condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified.

Signature

Date