DUCKWATER SHOSHONE TRIBE
511 Duckwater Falls Road, P.O. Box 140068
Duckwater, Nevada 89314
(775) 863-0227 Phone
(775) 863-0301 Fax

JOB ANNOUNCEMENT

TITLE:	Tribal Manager
SALARY:	Negotiable DOE
OPENS:	January 30, 2018
CLOSES:	February 12, 2018
LOCATION:	Duckwater Shoshone Tribe Administration Office

DEFINITION:

The Tribal Manager is the chief operating officer of the Tribe and provides overall direction to the staff. The Tribal Manager will be responsible to lead the Staff in a team-like concept and provide the managerial support in assuring Tribal Policies are followed, Council goals, objectives, and expectations are met, and the overall Federal Funding process for awards which provide services to the enrolled members is maximized. The Tribal Manager will work under the supervision and direction of, and closely with, the Duckwater Shoshone Tribal Council in organizing, implementing, and directing programs.

QUALIFICATIONS:

1. Must possess bachelor's degree (Masters preferred) in Business or Public Administration, or a closely related field, including Tribal Program Administration with a minimum of ten 10 years experience.

2. Must have proven strong supervisory skills with the ability to manage staff issues in a mature professional manner, and must possess the ability to address problems and concerns and make the necessary decisions in order to maintain a smooth operating administration.

The Duckwater Shoshone Tribe is an equal opportunity provider.

3. Must be energetic, well disciplined individual with a record of proven demonstrative leadership and management experience at a minimum of five years.

4. Strong organizational skills required. Strong self-motivation and ability to motivate others required.

5. Must have excellent verbal and written communication skills and experience in the successful administration of State and Federal contracts and grants, organizational leadership; and policy and program compliance.

6. Must be able to read, prepare, review and discuss program budgeting.

7. Must possess knowledge of the purpose and scope of the resources available; ability to communicate and coordinate with the Bureau of Indian Affairs, Indian Health Service, Government Legislation and other agencies; and the ability to establish and maintain effective relationships.

8. Must have knowledge of NAHASDA and able to communicate and understand issues regarding Indian Housing.

9. Effective communication skills are required. This position requires the development and maintenance of relationships with potential and existing collaborators. Strong technical skill required in budgeting, accounting, grant-writing, spreadsheets and word processing.

10. Must have land expansion skills working with the state, county, and legislative personnel.

11. Must have experience in land agriculture and conservation process. Must have specific knowledge, through extensive review of current grants and contracts.

12. Must have a proven ability to adhere to Procurement Policies.

13. Must understand Indirect and General Fund budgeting and preparation.

14. Must have a current Nevada Drivers License.

15. Must be insurable and bondable under the Duckwater Shoshone Tribe Insurance policies.

16. Must pass an extensive background employment and criminal history check.

INDIAN PREFERENCE:

Preference will be considered for qualified Indian Applicants in accordance with the Indian preference 24 CFR 271.44.

APPLICATIONS:

Applications may be picked up at the Duckwater Shoshone Tribe Administration office located at 511 Duckwater Falls Road or by calling 775-863-0227.

Submit Cover letter and resume along with application to Duckwater Shoshone Tribe, Human Resources, P.O. Box 140068, Duckwater, Nevada 89314.