



Cheesh'na Tribal Council

HC01 Box 217
 Gakona, Alaska 99586
 Phone: 907-822-3503
 Fax: 907-822-5179

Website: www.cheeshna.com

Position:	Tribal Administrator	Department:	Administration
Location:	Chistochina	Travel Required:	Yes
Level/Salary Range:	DOE	Position Type:	Full Time
Supervisor:	Tribal Council	Funding Source:	All Grants
Purpose:	Directly responsible for the overall management and administration of Tribal Program operations, supervision of all Program Directors, and the administrative staff.		

Responsibilities:

1. T.A. will implement and enforce tribal policies and procedures to assure compliance by program personnel resulting in the enhancement of Program operations.
2. Research and prepare funding proposals for the Tribal Councils review and approval.
3. Responsible for grant application completion and submissal.
4. Responsible for contract development and completion with contractors.
5. Monitor all Grants and Contracts on a monthly basis to evaluate status of all programs and their respective budgets.
6. Insure preparation and submission of all required reports and financial statements on a timely basis in compliance with reporting requirements.
7. Maintains the Management Systems on the Computer for tribal operations.
8. Perform Supervisory and Administrative duties within tribal operations.
9. Review and answer routine correspondence and inquiries relative to tribal operations.
10. Will work with local, stae, and Federal agencies.
11. Resposibole for dissemination of information to Tribal Members.
12. Represent the Tribe on an as needed basis and when required to do so by the Tribal council.
13. Upgrade knowledge and skills as necessary.
14. Complete additional tasks as assigned by the Tribal Council

Skills and Qualifications:

1. Prefer a Bachelor's Degree from accredited College or University, preferably in Business Administration and or have at least five (5) years of work experience in administration and management of tribal government operations.
2. Must be knowledgeable of Federal laws, i.e. P.L. 93-638 (Indian Self Determination Act) and 25 CFR Part 900, Personnel Policies and Procedures, Tribal Constitution and By-Laws and guidelines relating to matters of tribal government in order to determine Tribe's compliance with same.
3. Must be knowledgeable regarding budgeting program operations, including Property, Procurement, Record Keeping, Personnel Administration, Transportation and Maintenance, BIA, IHS, EPA Program, etc.

"Strengthening our culture and community by protecting our land and traditional values, and by empowering our people to be strong and healthy in mind and body"



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4. Must possess communication skills, both oral and writing and be computer literate.
5. Must have the ability to communicate effectively and to work with Native Americans, as well as non-Indians, professional and government representatives.
6. Must have a working knowledge of federal agencies and their programs and tribal government functions and ability to write proposals for funding.
7. Must possess a valid State of Alaska driver's license, have ownership of a vehicle and vehicle insurance.

Native Preference under the authority of P.L. 93-638 will be given.

Employee Signature		Date:	
Supervisor Signature		Date:	