



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Administrator II
SUPERVISOR: Tribal Administrator
LOCATION: William Wildcat Tribal Building
POST DATE: January 12, 2018
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to administer and manage contracts and agreements for the Lac du Flambeau Band of Lake Superior Chippewa Indians as well as assist the Tribal Administrator manage and direct day to day operations of tribal programs and services.

Qualifications: A Bachelor's Degree in Business Administration or related field of study is required. A minimum of four years progressively responsible experience working in tribal administration or tribal enterprises with experience in an executive leadership position preferred. Experience must include Native American tribal operations, finance, grants and contracts management. Two to four years of experience in contract administration or contract management with progressively increasing responsibilities. A minimum of four years of supervisory experience is required. Must have a minimum of three years' experience utilizing word processing and spreadsheet software. Working knowledge of the Lac du Flambeau Band of Lake Superior Chippewa Indian's constitution, by-laws, and codes is preferred

Salary: **Negotiable** / Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer

with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description**

A. TITLE OF POSITION: Administrator II

B. DEPARTMENT: Administration

C. SUPERVISOR'S TITLE: Tribal Administrator

D. D. DESCRIPTION OF DUTIES: The primary responsibilities of this position is to administer and manage contracts and agreements for the Lac du Flambeau Band of Lake Superior Chippewa Indians as well as assist the Tribal Administrator manage and direct day to day operations of tribal programs and services. Specific responsibilities include but are not limited to the following:

1. Implement and maintain a contract management system to track status of current contracts, insurance expiration, and generate reports as needed
2. Coordinates pre- and post- award movement of documents through the contracts process, track in-process contracts through the signature cycle to completion
3. Assist program managers to negotiate contracts as requested
4. Serve as a liaison between internal and external parties during contract development and negotiation stages as needed
5. Analyze potential risks that contract changes may pose to the tribe
6. Coordinate actions with internal procurement, accounting, and legal teams if needed
7. Collaborate with the Information Technology (IT) department for large computer, laptop, tablet, specialized hardware and all software purchases to ensure all purchases can be supported by IT.
8. Maintain an organized system of physical and digital contract records
9. Prepare and review contract mods/amendments
10. Review and approve all contract payments
11. Create and/or maintain standard operating procedures for the contracting process
12. At direction of the Tribal Administrator, manages and directs the day to day operations of all tribal administration, programs, and services
13. Works closely with department leaders to ensure all programs, policies and directives are incorporated, managed and maintained
14. Implements new programs, strategies, and policies and maintains existing programs and services as directed by the Tribal Administrator
15. Reviews operating results of tribal administration, programs and services against established objectives and timelines; Take appropriate measures to correct unsatisfactory results as needed or requested by the Tribal Administrator
16. Performs all other duties as assigned.

E. POSITION RELATIONSHIPS:

- 1. Internal:** Frequent contact with the Tribal Administrator, accounting staff, legal staff, program managers and/or supervisors
- 2. External:** Frequent contact with Tribal Council, suppliers, consultants, and visitors

F. SUPERVISORY RESPONSIBILITIES: Responsible for the direct supervision of specific management and administrative staff.

G. SUPERVISION RECEIVED: Operates independently with direction provided by the Tribal Administrator

H. EDUCATION: A Bachelor's Degree in Business Administration or related field of study is required.

I. EXPERIENCE:

1. A minimum of four years progressively responsible experience working in tribal administration or tribal enterprises with experience in an executive leadership position preferred. Experience must include Native American tribal operations, finance, grants and contracts management.
2. Two to four years of experience in contract administration or contract management with progressively increasing responsibilities.
3. A minimum of four years of supervisory experience is required.
4. Must have a minimum of three years' experience utilizing word processing and spreadsheet software.
5. Working knowledge of the Lac du Flambeau Band of Lake Superior Chippewa Indian's constitution, by-laws, and codes is preferred.

J. SKILLS:

1. Must have the tenacity and commitment to persevere under adverse and challenging conditions.
2. Must be very analytical, have excellent attention to detail, and be able to multi-task
3. Ability to spot errors and inconsistencies
4. Excellent reading and language comprehension
5. Ability to work with a team at all levels within the tribe
6. Must be able to problem solve and follow issues through to completion
7. Must possess ability to effectively negotiate and execute contracts
8. Proven management and leadership skills
9. Exceptional oral and written communication skills and the demonstrated ability to communicate well at all levels of an organization
10. Must be able to handle confidential information with diplomacy and tact and possess the ability to react in a positive and decisive manner as situations may warrant.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Majority of responsibilities are performed in a normal office environment.
2. **Exposure to Hazards:** May be exposed to situations where spills, wet floors or associates may create undesirable conditions.
3. **Physical Requirements:** Sitting, walking and keyboarding for extended periods of time is required. Repetitive hand motions.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Administrator II to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that may tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must have a high level of integrity, trustworthiness, honest, dedication and loyalty. Must maintain a professional demeanor and exhibit behaviors that reflect in a positive manner. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians. Must be willing and available to travel.

N. SIGNATURES:
