



## TRIBAL PERSONNEL DEPARTMENT

**JOB TITLE:** Tribal Operations Administrator  
**SUPERVISOR:** Tribal Council  
**LOCATION:** William Wildcat Tribal Building  
**POST DATE:** August 7, 2019  
**CLOSING DATE:** Open until filled

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**General Description:** The Tribal Administrator shall have the responsibility of implementing the legislative actions of the Council, providing for the executive functions of the Council, and providing for the delivery of services to the Tribal membership of behalf of the Council.

**Qualifications:** Master's degree is preferred, with preference for a degree in business management or related field. A minimum of five to seven years' experience in management and administration required. Must have experience in organizational planning, administrative functions, finance, grant funding and budgeting.

**Salary:** Negotiable dependent on qualifications.

**How to Apply:** Submit your application for employment, resume, and a notarized Release of Information by the deadline. Must also be willing to submit to a drug screen. Applications and detailed job descriptions can be obtained via Lac du flambeau Tribal website [www.ldftribe.com](http://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](mailto: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:** Tribal Operations Administrator

**B. DEPARTMENT:** Administration

**C. SUPERVISOR'S TITLE:** Tribal Council

**D. DESCRIPTION OF DUTIES:** The Tribal Administrator shall have the responsibility of implementing the legislative actions of the Council, providing for the executive functions of the Council, and providing for the delivery of services to the Tribal membership of behalf of the Council. The Tribal Administrator is hereby delegated the authorities as follows:

1. Manage and direct the day to day operations of all tribal administration, programs and services, as directed and authorized by the Tribal Council.
2. Coordinate with the Tribal CFO on programs financial or budget activities to fund operations, or increase efficiency.
3. Responsible for providing leadership and guidance to staff to achieve excellence in all areas of the organization.
4. Implement corrective action plans to solve organizational or departmental problems.
5. Collaborate with the Human Resources Director on selection of directors or other high-level staff, or the development or organization of departments.
6. Establish departmental responsibilities and coordinate functions among the departments.
7. Analyze and evaluate program performance in meeting objectives or to determine areas of potential cost reduction or to increase productivity.
8. Review reports submitted by program managers to recommend approval or suggest changes.
9. Direct or conduct studies or research on issues affecting areas of responsibility.
10. Serve as liaisons between Tribal Council, program managers and employees.
11. Work closely with department leaders to ensure all programs, policies and directives as issued by the Tribal Council are incorporated, managed and maintained.
12. Develop, implement and maintain a strategic plan in conjunction with the Tribal Council for the overall operations of the tribe over a multi-year period.
13. Implement new programs, strategies and policies while maintaining existing programs and services as directed by the Tribal Council.
14. Provide direction and guidance to accomplish major plans and procedures consistent with established policies, the Tribe's Constitution and as directed by the Tribal Council.
15. Direct or Coordinate financial or budget activities such as grants to fund operations, maximize investments or increase efficiency.
16. Establish and maintain an effective system of communication to promote interdepartmental, tribal council, and tribal member participation and involvement.
17. Provide the Tribal Council with reports related to the financial and administrative conditions of Tribal Administration on a regular basis.

18. Responsible to monitor program manager's development, expenses, revenues and purchases within the tribal budget.
19. The Tribal Administrator shall work in conjunction with the Tribal Treasurer and CFO to prepare and submit to the Tribal council a projection of Tribal General Fund revenue along with a proposed budget by the Tribal Council.
20. All other related assigned duties.

**POSITION RESPONSIBILITIES:**

1. To implement all legislative actions of the Council and carry out the business of the Tribe in an efficient manner.
2. To represent the Tribe to negotiate, execute and administer agreements and contracts that have been authorized by the Council.
3. To exercise direct authority over all work units of the organization, to determine the organizational structure and positions necessary to carry out the assigned functions and responsibilities most effectively.
4. To establish subordinate work units and positions to carry out all assigned functions, to delegate authority and responsibility accordingly and to hold subordinates accountable for such delegations.

**E. POSITION RELATIONSHIPS:**

**Internal:** Frequent and sensitive contact with program managers and employees.

**External:** Frequent and sensitive contact with Tribal membership, Tribal council, government agencies, suppliers and visitors.

- F. SUPERVISORY RESPONSIBILITIES:** Responsible for the direct supervision of Tribal management and Administrative staff and providing oversight to tribally contracted consultants.
- G. SUPERVISION RECEIVED:** Operates independently with direction provided by Tribal Council.
- H. EDUCATION:** Master's degree is preferred, with preference for a degree in business management or related field.
- I. EXPERIENCE:** A minimum of five to seven years' experience in management and administration required. Must have experience in organizational planning, administrative functions, finance, grant funding and budgeting.

**SKILLS AND REQUIREMENTS:** Must be driven to accomplish goals and objectives with a sensitivity and understanding of cultural, community, and political values. Must have a record of demonstrated accomplishments and leadership as well as strong interpersonal skills. Must have the ability to communicate effectively with the Tribal membership, the general public, and elected or appointed local, State, or Federal officials. Must be able to maintain confidential

information with diplomacy and tact and possess the ability to react in a positive and decisive manner as situations may warrant. Must have a thorough understanding of Indian treaty rights and appreciation of Tribal sovereignty as it relates to other units of governments. The ability to anticipate and plan strategically in a constantly changing federal, state and tribal environment is critical.

**J. WORKING ENVIRONMENT:**

**Work conditions:** Normal office conditions

**Exposure to hazards:** No exposure to hazards

**Physical Requirements:** Majority of responsibilities include sitting, standing, or operating equipment.

**K. BEHAVIOR:** The vision, goals, and objectives of the Lac du Flambeau band of Lake Superior Chippewa Indians requires the Tribal Operations Administrator 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 will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and is subject to disciplinary action.

**L. OTHER:** Must have a high level of integrity, trustworthiness, honesty, dedication, and loyalty. Must maintain a professional demeanor and exhibit behaviors that reflect in a positive manner on the Lac du Flambeau Band of Chippewa Indians, its employees and its Tribal members. Must be willing and available to travel on behalf of the Tribe.

**PRE-EMPLOYMENT REQUIREMENTS:** This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check. Additionally, applicant must submit to and clear a pre-employment drug test and random testing.

**POSITION DESCRIPTION RESERVATIONS:** This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The Council reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by any employee, is intended to create a contract of employment of any type.