



SOKAOGON CHIPPEWA COMMUNITY

Mole Lake Band

Position:	<i>Tribal Executive Administrator</i>
Location:	<i>Tribal Administration</i>
Hours:	<i>Full-time, 40 hours per week</i>
Salary:	<i>Commensurate with Education/Experience</i>
Reports to:	<i>Tribal Council</i>

Job Summary:

Under supervision of the SCC Tribal Council, the Tribal Executive Administrator will provide direct support and guidance to all Sokaogon Chippewa Community tribal programs. The Tribal Executive Administrator will maintain a professional appearance, attitude and working environment for the Tribe, its employees and its Tribal Members and works with Tribal leadership and other staff within the organization while maintaining strict confidentiality.

Duties and Responsibilities:

- Oversee all Tribal Government functions including but not limited to grant administration, financial oversight and program planning.
- Work with the Tribal Council to establish current and long range goals and objectives.
- Provides reports regularly to Tribal Council concerning status of all assignments, duties, projections and functions of programs and activities, assists in establishing program objectives and meeting deadlines, preparing resolutions, contracts, budgets, reports, and other support documents as needed.
- Advise Tribal Council and the HR Department regarding staffing decisions and exercise delegated authority to make decisions where appropriate.
- Conducts directors' meetings to obtain progress reports. Evaluates the effectiveness of programs, identifies administrative problem areas, prescribes and monitors corrective action plans.
- Briefs Tribal Council regularly on organizational matters.
- Ensures effective communication among all Managers/Directors and Tribal Council.
- Assists in negotiations of grant agreements and contracts for services and/or leases.
- Coordinate department Director meetings to obtain progress reports on a monthly basis.
- Performs supervisory and administrative duties within the Tribal operations.
- Reviews annual and probationary performance reviews with the HR Department to ensure it is done correctly and fairly in accordance with HR processes and procedures with department leaders.
- Responsible for the implementation of Tribal policies and procedures with personnel and programs to ensure compliance is being met.
- Responsible for researching and interpreting, analyzing and reading complex documents such as contracts, grants, budgets, and governmental documents.
- Collaborate with the fiscal compliance officer and Tribal Council to establish budget priorities, prepare annual budgets, and monitor expenses to ensure that funds are spent in accordance with established ordinances, goals, priorities, grant awards, and program policies and procedures.
- Maintain confidentiality of all records and information.
- Represent the Tribe in a professional manner at all times on and off duty.
- Assist tribal members in resolving concerns with tribal programs, policies, and staff.
- Establish and maintain effective working relationship with Tribal community members.
- Attend Tribal Council Meetings regularly and/or as directed by the Tribal Council.
- Prepares executive correspondence and related documents.
- Provide administrative and logistical support to the Tribal Council and committees.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Perform other duties as assigned and directed by Tribal Council.

Qualifications (*Education, Experience, Knowledge, Skills, Abilities*):

- Bachelor's degree in Public Administration or Business Administration preferred
- Five (5) - Seven (7) years' executive management experience in tribal administration highly preferred.
- Four (4) - Six (6) years' executive management experience required.
- Must possess excellent verbal/written communication skills required.
- Excellent networking skills with other state, federal and tribal governments and individuals.
- Must be computer literate in MS word, MS excel, Power Point and Outlook.
- Must be able to multi-task and be organized.
- Must have a valid Driver's License.
- Knowledge of the Sokaogon Chippewa Community and culture preferred.

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community

Human Resources Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: September 23, 2024

Closing Date: Until Filled