



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Tribal Programs Administrator

SALARY RANGE: \$94,145-\$150,782

DEPARTMENT: IDC

POSITION STATUS: Full-Time

PERIOD TO APPLY: Open until filled

FLSA STATUS: Exempt

SUPERVISOR: Governor

JOB POSTING ID: IDC-0008

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

The Tribal Programs Administrator (TPA) plans, manages, and coordinates the day-to-day operations of the federal and states funded programs under the general supervision of the Governor and Tribal Council. The TPA oversees federal and state funded programs, supervises program staff, and implements tribal programs policies and procedures. The TPA serves as advisor to the Governor and Tribal Council as it relates to federal and state funded program goals and objectives. TPA is responsible for implementation of annual program audits, and the compliance of all financial and narrative reporting requirements.

TYPICAL FUNCTIONS:

- Provides administrative support to Governor and Tribal Council, state, and tribally funded program staff.
- Serves as an advisor/interpreter to the Governor, Tribal Council and program staff on current program initiatives and new program planning and development initiatives.
- Conducts regular periodic meetings with program Director staff, Governor and tribal council to report progress of programs; in addition, Program Directors and staff will also periodically be required to report directly to Tribal Council, and the reporting of annual external audits to tribal council.
- Performs executive-level planning, organizing, directing, and evaluation of program staff, and department goals.
- Manage and supervises program directors.
- Monitor outcomes and evaluations of departments to ensure departments are compliant with program requirements.
- Responsible for fostering communication and positive community relations, coordination and collaboration between programs.
- Responsible for developing strategies for internal capacity/staff development, and the collection of important up-to-date data for future program development, and to implement coordinated program efforts during data collection.
- Responsible for tribal member services that ensures coordinated quality services, and prevents duplication, and/or the elimination of competition among programs for same funding sources.
- Responsible for the implementation of tribal programs policies and procedures to ensure employee due process rights are protected.
- Responsible for ensuring that proper program staff recruitment, advertising, interviewing, hiring, and firing processes are followed per policies and procedures.

- Assist tribal program directors in the preparation, implementation, and oversight of program budgets.
- Responsible for the coordination of departmental services and monitoring of expenditures in accordance to approved budgets and compliance requirements of programs.
- Conduct regular program Directors meetings to ensure program goals are implemented according to established timelines, and to ensure expenditures, drawdowns, and financial reports are completed and submitted to funding agencies in a timely manner.
- Assist tribal program directors in conducting departmental program assessments to collect information and data on community population and service needs, but again, in a coordinated multi-program effort.

NECESSARY SKILLS:

- Must possess strong program leadership skills and abilities to manage program personnel and instituting best professional practices.
- Must be able to lead program directors and staff with strategic planning, and development of programs that are relevant to tribal membership needs.
- Effective skills to communicate effectively with federal and state funding agencies, program directors and staff, members of the community, and tribal council.
- Must possess sound technical and analytical skills, good judgement, inclusive management practices, and strong operational tactical skills designed to provide solutions.
- Must be well organized and self-directed, and creating a teamwork environment that is safe and positive.
- Must have excellent multimedia presentation and communications skills to promote tribal programs at community, state and federal venues.
- Must possess excellent listening skills.
- Ability to establish effective working relationships with tribal staff, program directors, finance department staff, tribal community members, tribal council, and federal and state funding agencies.
- Must be computer literate with excellent oral and written skills

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration, Public Administration, Accounting degree with emphasis in management, Rural Community Planning or other technical degrees; At least 5 years of experience in implementing personnel policies and procedures, accounting policies and procedures, and employee conflict resolution; 5 years of experience in program administration and supervisory responsibilities. Any combination of related education and experience will be considered if an applicant possesses a strong and demonstrated ability.
- Extensive knowledge and experience with financial management best practices and compliance.
- Must be willing to travel on behalf of programs as necessary.
- Must be able to satisfactorily pass a background check.
- Extended working hours, including weekends, may be required.
- Valid driver's license with ability to meet Santo Domingo Tribe's liability insurance requirements and maintain eligibility for insurance.
- Applicant should have demonstrated knowledge of Pueblo culture and traditional government structure and protocols.

PREFERRED QUALIFICATIONS:

- Experience managing at least 100 employees or more, including direct supervision of directors of a mid-to-large non-profit organization.
- Fluency in the Keres language preferred.

HOW TO APPLY:

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Tribal Programs Administrator – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Resume and Cover Letter not required but accepted.