

**BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION**

POSITION TITLE: Tribal Administrator I-II; **Levelock Village Council**

OBJECTIVE: Tribal Administrators work as provided in a Memorandum of Agreement between BBNA and Tribal Councils to perform a variety of administrative services which may include accounting and administration of compact pass through funds and other services. The types of duties will vary based on the determination of the individual Tribal Councils. Some examples of other administrative services which may be included are supervision of Tribal staff, payroll and accounts payable/receivables, grant writing and reporting, project development, utilities, seasonal activities, inventory, and acting as the first point of contact for Tribal business. This is not an all-inclusive list and is subject to change by the Tribal Council.

QUALIFICATIONS: Candidates must demonstrate their ability to accomplish the Essential Job Results stated below. Job knowledge required: High School graduate or equivalent. Willingness and ability to learn and achieve training requirements necessary to accomplish the duties set forth by the Tribal Council. Ability to work independently, with minimal supervision. Able to complete a variety of tasks in an organized manner. Willing/able to travel as necessary. Preferred: Two or more year's office experience. Supervisory experience/skills. Familiarity with Tribe, Bristol Bay area, people, and cultures.

ESSENTIAL JOB RESULTS

Accomplish the administrative duties described in the Tribal Council Job Description attachment.

Ensuring fiscal responsibility

by

- Assisting the Tribe in managing all aspects of the Compact Pass-through Policy grant funds and associated Attachments.
- Utilizing accounting program software.
- Assisting with the development of the annual Pass-through grant budget for Tribe's approval.
- Maintaining program accounts and ensuring reconciling the tribe's finances (bank accounts).
- Maintaining and complying with all reporting requirements including, but not limited, to those listed in current Compact Pass-through Policy.

Keeps Management Informed

by

- Responding to all incoming mail in a timely manner and forwarding as appropriate.
- Communicating directly to BBNA supervisor for technical assistance needs, proper routing of time sheets, leave requests, travel notices or other work as required by BBNA.
- Communicating directly to Tribal/Village Council on activities.

- Attending monthly Council Meetings and participating as directed by Tribal Council.
- Being alert to grant funding opportunities and notices of important deadlines.

Monitors and improves program and service quality.

by

- Training which may include
 - Accounting /Bookkeeping
 - Administration/Personnel
 - OMB Circulars for grants management (including Pass-Through funding)
 - Taking advantage of other appropriate trainings/educational opportunities to enhance overall professional/management skills related to Tribe’s goals.
- Participating in annual Administrator’s and President’s workshops
- Sharing knowledge or ideas on ways to improve overall effectiveness of program.

Protect program integrity and client privacy

by

- Agreeing to BBNA’s policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

Travel as necessary

by

- Participating in other meetings as assigned and to exchange current information significant to regional, Tribal, State and Federal entities.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

Tribal Council Description of Administrative Duties

1. Work with IGAP, BBEDC, IRR, VPSO Departments on assisting with reports / payroll. Job postings as needed.
2. Village fuel sales; ordering annual fuel and knowledge of bulk fuel tank farm to direct individuals on small work projects as to fuel recording and securement of bulk fuel farm.
3. Vehicle provision with VPSO vehicle and Council vehicles.
4. Custodial and maintenance supervisor for Rechall, Clinic and Council building.
5. Admin. Assistant supervisor with directing duties, filing paperwork, timesheets, office supplies and ordering supplies.
6. Develop leadership skills for youth and tribal affairs or functins.
7. Attend Council meetings and provide monthly reports.

WAGE : Administrator I: \$39,936/yr (20.48/hr) - \$46,722/yr (23.96/hr)

Administrator II: \$52,709/yr (27.03/hr) - \$71,448/yr (36.64/hr)

REPORTS TO: Accounting & Office Management Specialist at Regional Office and President or designee at Tribal Offices

POSITION: Fulltime position working 7.5 hours/day
Work Schedule: 8am – 4:30 pm

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Employee Acknowledgment	Date
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Supervisor - Tribal Council President	Date
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Supervisor - BBNA	Date
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Human Resources Dir.	Date

Contact the Tribe [here](#) or submit to BBNA:

Human Resources Office

Bristol Bay Native Association

PO Box 310

Dillingham, Alaska 99576

Phone: (907) 842-5257

Toll-free: in Alaska 1-800-478-5257

Fax: (844) 222-9256

Email: HR@bbna.com