

August 2, 2024

Dear Team,

I am happy to announce a new job opening within at QVIR. We are actively seeking a talented individual to join our team as our Assistant Tribal Administrator.

This is an exciting opportunity for growth and impact.

Here are the details:

- **Job Title:** **Assistant Tribal Administrator**
- **Department:** **Administration**
- **Location:** **Tribal Office**

Application Process and Deadline:

- Interested candidates should submit their resumes and a brief cover letter explaining their interest in this position.
- Please email your application to:
HumanResources@qvir-nsn.gov.

Internal Applicants:

- Current employees are strongly encouraged to apply. If you believe you are a good fit for this role, don't hesitate to express your interest.

External Position:

- While we value internal growth, we will also be posting this position externally. Feel Free to share this opportunity with qualified individuals outside our organization.

For a detailed job description, please refer to the attached Job Description, and a QVIR Job Application is attached.

If you have any questions or need further information, feel free to reach out to your Department Manager or our HR Team.

Sincerely,
QVIR HR Team



Quartz Valley Indian Reservation

Position Description

Job Title: Assistant Tribal Administrator
Department: Administration
Supervises: Department Manager assigned
Primary Location: Onsite
Classification: Full-time Exempt
Reports to: Tribal Administrator
Salary: DOE (Salary Range: \$65,000-\$75,000/year)

POSITION SUMMARY:

Under the direction of the Tribal Administrator, the Assistant Tribal Administrator will support the coordination of various departments within the Tribal Government, assist in the execution of projects, and manage grants. This role encompasses responsibilities related to all aspects of Tribal Government operations, including the Anav Tribal Health Clinic. The Assistant Tribal Administrator will help develop, implement, and monitor strategies, policies, and programs promoting sustainable development for the Tribal Community. Additionally, this position will ensure effective communication between the Tribal Government and the Tribal Community and assist the Tribal Administrator in creating, designing, implementing, overseeing, and reporting on projects aligned with the goals and objectives of the Governmental Operations, the QVIR Business Council, and the Quartz Valley Indian Reservation General Council.

DUTIES AND RESPONSIBILITIES:

- Assist in overseeing all Tribal Government functions, including grant administration, financial oversight, program planning, and employee and patient relations.
- Support the management and direction of Tribal Government Directors and/or assigned staff.
- Assist in supervisory responsibilities per QVIR's HR policies and procedures, including interviewing, hiring, training employees, planning, assigning, and directing work, performance management, employee relations, and addressing complaints and resolving problems.
- Administer grants to ensure results and oversee grants managed by Directors or Managers to meet the overall goals and objectives established within the scope and purpose of the grants.
- Evaluate the effectiveness of programs, identify administrative areas needing improvement, and implement solutions and recommended courses of action.
- Assist in developing and managing recommended changes to the Human Resources policies and procedures manual.
- Support the recruitment, interviewing, and hiring recommendations of QVIR management staff per QVIR Human Resources policies and procedures.
- Meet with Directors and Managers to provide guidance regarding policy application and employee performance.

- Help develop, prepare, and implement Tribal Administration control processes for annual budgets, approve subsequent modifications, and monitor and evaluate assigned department and program budgets.
- Collaborate with the Tribal Council, Boards, and Committees to plan, develop, and implement Business Council projects.
- Participate in strategic planning sessions.
- Execute and manage projects within approved timelines and budgets.
- Ensure that general funds programs, indirect cost proposals, and contract and grant proposals are submitted in compliance with Tribal and Federal guidelines.
- Plan, coordinate, and review Tribal budgets, contracts, grants, resolutions, ordinances, lease agreements, memorandum of agreements, new laws, and regulations to make recommendations to the Business Council.
- Assist in negotiations of Business Council-approved contracts, grant agreements, and contracts for services or leases.
- Assess the needs of the QVIR Tribal Membership and plan for service delivery to meet those needs.
- Assess the needs of the I.H.S. CHSDA patient population and work with the Clinic Manager to plan for service delivery to meet those needs.
- Assist QVIR Tribal Members and patients in resolving concerns with Tribal Programs, Tribal Policies, and staff.
- Provide reports to the Business Council as requested.
- Perform other related duties as assigned by the Tribal Administrator or Business Council.

REQUIRED QUALIFICATIONS:

- Bachelor's degree (B.A. or B.S.) in Tribal Governance, Business, Management, Public Administration, or a related field, OR a combination of education and experience.
- Minimum of three (3) years of experience in Tribal Management Operations or a related administrative capacity.
- Knowledge of Government Fund Accounting, General Accounting, and Auditing Principles.
- General knowledge of administrative principles and practices of Employment Law, Fiscal Operations, Audit Preparation, Financial Management, Human Resources, and Property and Contract Management.
- Knowledge of regulations pertaining to the Bureau of Indian Affairs and other state/federal funding agencies.
- Working knowledge and skills in finding, planning, and writing for federal and state grants, including managing those grants and Tribal funds.
- Proficiency in Microsoft Office Suite.
- Ability to establish and maintain effective working relationships with clients, employees, volunteers, Tribal Members, and public and private agencies.
- Must be able to pass a background check.
- Must adhere to tribal drug and alcohol policy.
- Must have a valid Driver's License and be insurable by the Tribe.
- Skill and experience in functioning in a multi-disciplinary team environment.
- Strong work ethic, reliability, and a positive attitude.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or humanresources@qvir-nsn.gov

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

Print Name

Signature

Date

Approved:

Tribal Administrator

Signature

Date

Business Council

Signature

Date