

Anvik Tribal Council
Job Description
Tribal Administrator

Purpose

Performs or supervises all administrative functions of the Anvik Tribal Council operations. Te position demands good interpersonal and written communication skills. Job incumbent must be able to work independently with minimum supervision.

Organizational Relationship

The Tribal Administrator is directly accountable to the Anvik Tribal Council.

Duties & Responsibilities

- 1) Log in mail received and forward it appropriate
- 2) Correspond with granting agencies or organizations, as required
- 3) Prepare required grant reports in a timely manner
- 4) Maintain, organize and complete grant files
- 5) Keep Council informed of correspondence needing the Council's attention
- 6) Keep Council and Staff informed about training opportunities
- 7) Monitor award budgets and expenses
- 8) Approve all purchases
- 9) Review and approve timesheets
- 10) Review and initial bank statement reconciliations
- 11) Advertise job Openings
- 12) Assign tasks to Administrative Assistant and Tribal Clerk
- 13) Review all tax liability reports to the IRS and the State of Alaska
- 14) Keep public informed of agency & organization activities effecting tribal members
- 15) Review funding opportunities and seek grant proposals
- 16) Seek ongoing training in areas of reporting requirements and grant writing
- 17) Be aware of community needs and priorities development when directed
- 18) Prioritize administrative goals monthly
- 19) Prioritize tasks, daily
- 20) Provide Scholarship and JPTP program information to tribal members (or delegate)
- 21) Develop tribal resolutions and maintain resolution numbers log
- 22) Prepare program reports unique to Scholarships and JPTP (or delegate)
- 23) Maintain recipient files for the Scholarships and JPTP Programs (or delegate)
- 24) Attend Council meetings and record minutes, coordinate training for Council Member, and report monthly to Council on activities, employee issues and grant award progress.

Other Responsibilities

Perform other related duties as assigned

Minimum Qualifications

- 1) High School Diploma
- 2) Knowledge of Deg'hitan Athabaskan Alaska Native Culture and Tribal Structure
- 3) Ability to organize and prioritize work to meet deadlines
- 4) Previous work experience in office management, including supervision, helpful
- 5) Knowledge of basic bookkeeping and reconciliation preferred
- 6) Ability to calculate and develop budgets necessary
- 7) Previous grant writing experience helpful
- 8) Must have strong written and verbal communication skills

Supervision

This position will supervise the Tribal Clerk, Administrative Assistant, ICWA Specialist under the BIA Programs, the Tribal EPA Specialist, Housing Director, the TWEDS Caseworker, the Elder Nutrition Cook, Janitorial staff, and other employees as necessary.

Physical Demands

Mostly sedentary position; some travel required; Incumbent must be able to lift, carry, push and pull at least 20 pounds. Incumbent must be able to work accurately and efficiently in a busy and sometimes stressful position.

Summation

Job incumbent must be organized and timely; good public relation skills are essential in working with tribal membership and general public; must be flexible to adapt to evolving work duties; must be able to work independently with limited supervision; and must be able to maintain confidentiality.

***Preference given to Alaska Native or Native American applicants**