

**WICHITA AND AFFILIATED TRIBES  
POSITION DESCRIPTION**

**TITLE: TRIBAL ADMINISTRATOR**

**SUPERVISOR: PRESIDENT AND EXECUTIVE COMMITTEE**

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**GENERAL DESCRIPTION:** Under the Supervision of the President and Wichita Executive Committee. Tribal Administrator is responsible for the day-to-day administration and overall operation of Tribal Programs, inclusive of the supervision of Program Directors and administrative staff.

**DUTIES AND RESPONSIBILITIES:**

1. Directs and conducts all business related matters of the Wichita and Affiliated Tribes as authorized by the Executive Committee and in accordance with the Tribe's Governing Resolution, and Personnel Policies and Procedures.
2. Drafts tribal documents, i.e., memoranda, Tribal Resolutions, letters etc., as required and pursuant to the Executive Committee's directions.
3. Implements tribe's Personnel Policies and Procedures and changes made thereto in compliance with the Executive Committee's instructions. Also makes recommendations for changes to the tribal policies as needed.
4. Is responsible for the efficient operation of all tribal programs and insures that each Tribal Program's operations and budget expenditures are in compliance with the respective Program's budget and guidelines.
5. In compliance with the Tribe's Personnel Policies and Procedures, performs all duties associated with being a Personnel Manager, including the employment and evaluation of Program Directors and other staff/personnel.
6. Research Federal Register and other documents for the availability of funds and write proposals for funding, if, or as requested by the Executive Committee.
7. Monitor all Grants and Contracts on a monthly basis to evaluate status of all Programs progress in completion of objectives and their respective budgets.
8. Insures that all Program reports and financial statements are prepared and submitted on a timely basis and in compliance with reporting requirements.
9. Train Program Directors in developing, monitoring, and modifying their respective budgets if or when necessary.

10. Represents the Tribe on an as needed basis and, when required to do so by the Executive Committee.
11. Acts as a Safety Officer and insures the safety of all personnel employed by the Tribe in accordance with OSHA Regulations.
12. Performs other duties related to position as necessary or assigned.

**QUALIFICATIONS:**

1. Must have a Bachelor's Degree in Business Administration, Business, or related field from an accredited College or University.
2. Must have at least five (5) years of experience in the administration and management of tribal government operations.
3. Must have a working knowledge of contracts/grants, federal guidelines, program operations and requirements.
4. Must be knowledgeable in all areas of Personnel Management and possess the necessary skills and ability to work in areas of human relations.
5. Must have experience in writing proposals for funding and for the development of budgets.
6. Must have communication skills, both oral and written, to interact with people and program directors, as well as officials, funding agencies, and other individuals regarding grant/contract, program, and personnel matters.
7. Must have computer skills and able to operate software for letter processing and spreadsheets.
8. Must possess a valid Oklahoma Driver's License.
9. This position requires a successful background check and drug screening.
10. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters.