



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Human Resources Administrator

DEPARTMENT: Executive and Management Staff (EMS)

LOCATION: Tribal Complex - Administration Building

REPORTS TO: Chief Operations Officer

SALARY: Minimum: TBD Midpoint: TBD Maximum: TBD

JOB SUMMARY:

Administrators provide leadership, direction, and management for the department and programs. Primary responsibilities are the management and enhancement of programs in the department. Performs the overall planning, execution, and evaluation of tribal programs and services within the department and completes work in compliance with applicable tribal and federal policies, procedures, and regulations. Provides supervision to department staff.

CORE DUTIES:

1. Plans, develops, implements, and monitors the programs within the department.
2. Develops and administers an annual needs assessment to obtain input from Tribal stakeholders for their department as an integral part of strategic planning for the Tribe.
3. Establishes long-term and short-term departmental goals and objectives.
4. Works with staff to prepare and submit annual strategic planning documents to incorporate into the Tribe's annual strategic implementation plan.
5. Ensures department staff knows and understands the long-term and short-term departmental goals and objectives.
6. Identifies funding sources and develops positive working relationships with individuals, agencies and organizations that may contribute to the accomplishment of department goals.
7. Oversees contract and grant writing proposals to procure special project and program funding.

8. Monitors progress of current programs, grants, and contracts by establishing and using guidelines to measure program and service outcomes.
9. Develops Tribal specific strategies to ensure readiness to adapt programs and services to policy and regulatory changes that take place at state and national levels.
10. Creates, develops, implements, and promotes innovative partnerships and projects with other tribes and federal agencies, state agencies, and other organizations.
11. Attends local, state and regional meetings and conferences.
12. Researches, designs and plans to ensure that appropriate department performance and quality training are met and to ensure the professional growth of staff.
13. Prepares and submits quarterly reports to include progress in meeting identified strategic goals, objectives, and activities during the previous quarter.
14. Supervises program staff and implements personnel functions that include evaluating work performance, and disciplinary actions.
15. Performs other related to position as necessary or assigned.

SPECIFIC PROGRAM DUTIES:

1. Oversees the Human Resources Department and reviews all incoming and outgoing paperwork prior to approval.
2. Provides guidance with the Personnel Policies and Procedures for Tribal Government employees. Makes recommendations for changes as needed with the approval of the Wichita Executive Committee.
3. Reviews and updates HR and employee related forms to ensure forms are current and compliant, and all company related entities are using current and consistent forms.
4. Oversees employee relations and addresses workplace issues such as disputes, sexual harassment claims, workplace health and safety laws.
5. Collaborates with Accounting Firm to collect, calculate, enter and process payroll on a bi-monthly basis for all tribal government employees.
6. Supervises and supports Human Resources staff to ensure payments and benefits are processed correctly and in a timely manner.
7. Provides support and input to management regarding employee relation issues from coaching to corrective action; proactively maintain a positive work environment through a fair and consistent resolution process.

8. Collaborates with Program Administrators and Directors to ensure all payroll action forms are filled out correctly for each of their staff.
9. Writes new position descriptions and revises existing position descriptions as necessary.
10. Delivers and reports on the annual employee engagement survey to ensure feedback from employees is collected and interpreted correctly to help improve employee engagement.
11. Prepares various HR documents, including new hire guides, employment contracts, compensation lists, and more.
12. Assists Tribal President, Chief Operations Officer, Administrators, and Program Directors with preparation and monitoring Performance Evaluations of all Tribal Employees.
13. Prepares selected Personnel & Confidential folders for auditors.
14. Reviews new hire paperwork to make sure that it is completed and processed for full and part-time, permanent, temporary and contracted employees.
15. Coordinates, monitors, and revises complaint and grievance procedures to ensure timely processing and review of complaints, such as addressing any employment related issues, work complaints/grievances and harassment allegations.

EDUCATION AND EXPERIENCE:

1. **Preferred:** Possess a Master's Degree in Human Resources Management, Business Administration, Human Relations or any closely related field from an accredited College or University with three (3) years' of verifiable, successful work experience as an administrator or in a position of equal level or responsibility.
2. **Minimum:** BA or BS degree in Human Resources Management, Business Administration, Human Relations AND a minimum of 5 years' experience in management capacity with a demonstrated experience serving in a high level managerial or supervisory capacity and/or combination of education, training, and experience equal to 5 years can be substituted that must be documented.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of grant and program administration, budget management, financial projections, as well as experience in grant writing.
2. Knowledgeable and skilled in correct spelling, grammar and management procedures.
3. Skills to read, analyze, and interpret documents and write routine reports and correspondence.
4. Skills in communication, both oral and written, to interact with departmental staff, clients, officials, funding agencies, and other individuals regarding program and client matters.
5. Ability to evaluate and interpret data for department.

6. Ability to interpret and follow program guidelines relating to the department and related programs.
7. Ability to navigate through federal grant systems with little to no supervision.
8. Ability to operate software for letter processing and spreadsheets.
9. Ability to organize and maintain clear and concise records.
10. Ability to deal with stressful situations in a positive and professional manner.

WORK ENVIRONMENT:

Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between campus buildings, and to other offsite departments. This position may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among other personnel and/or employees.

PHYSICAL DEMANDS:

Physical ability to work in an office setting and operate office equipment. See in the normal visual range with or without correction; must be able to read computer screens and printed documents. While performing the duties of this job, the employee is regularly required to stand, sit, and use hands and fingers to operate office equipment. Light to moderate lifting is required.

SPECIAL REQUIREMENTS:

Possess a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program. The Wichita and Affiliated Tribes hiring preference policy applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

_____	_____
EMPLOYEE	DATE
_____	_____
DEPARTMENT SUPERVISOR	DATE
_____	_____
CHIEF OPERATIONS OFFICER	DATE
_____	_____
HUMAN RESOURCES DEPARTMENT	DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.