WICHITA AND AFFILIATED TRIBES
POSITION DESCRIPTION

JOB TITLE: Cultural, History & Language Preservation Administrator

DEPARTMENT: Executive and Management Staff (EMS)

LOCATION: TBD

REPORTS TO: Chief Operations Officer

SALARY: Minimum: $60,000 Midpoint: $75,000 Maximum: $90,000

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 the position as necessary or assigned.

SPECIFIC PROGRAM DUTIES:

1. Provides oversight and direction to directors and staff under the following programs:
    a. Wichita Tribal History Center
    b. Wichita Tribal Gift Shop
    c. Tribal Historic Preservation Office
    d. Cultural Program Planner
    e. American Rescue Plan Language Grant Staff
    f. Living Languages Grant Staff

2. Provides grant management oversight to the programs named above.

3. Submits reports, data, grant objectives, grant renewals, and grant applications in the Grant Solutions system and other systems that may be required for the grants.

4. Provides growth to the Cultural, History, and Language Programs by seeking additional funding opportunities from various agencies that include:
    a. National Park Service
    b. Administration for Native Americans
    c. United States Department of Interior Division of Economic Development
    d. Institute of Museum and Library Services
    e. Other agencies as identified

5. Provides growth to the Wichita Tribal Gift Shop to implement online sales, tracking, financials, etc.

6. Provides oversight of updates, implementation and support to the following Language Apps and projects:
    a. Language App
    b. Language Memory Game App
    c. Language Vocabulary Builder App-In Development
    d. Language Videos-In Development
    e. Language Books-In Development
    f. Language Curriculum-In Development

7. Provides support to staff members to navigate updates to Apple, Google and other resources for all technology-based applications.

8. Provides input and feedback on this position description on a yearly basis as the program grows to ensure that all duties specific to this Administrator are captured in the position description since this is a newly created position.

EDUCATION AND EXPERIENCE:

1. **Preferred**: Possess a Master's Degree in Education, History, or Business Administration, Linguistics, 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 Education, History, Cultural Studies or Business Administration AND a minimum of 5 years' experience in a management capacity with a demonstrated experience serving in a high-level managerial or supervisory capacity and/or combination or 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, and 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 the 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. Incumbent 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**
TRIBAL ADMINISTRATOR	**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.