



## HALIWA-SAPONI INDIAN TRIBE JOB DESCRIPTION

### TRIBAL ADMINISTRATOR

<b>Position Title:</b> Tribal Administrator	<b>Status:</b> Fulltime/Exempt
<b>Division:</b> Executive	<b>Level:</b> Senior Management
<b>Supervisor:</b> Tribal Council	<b>Range:</b> \$80,000 - \$150,000 DOE
<b>Opening Date:</b> March 6, 2026	<b>Closes:</b> Open until filled

#### SUMMARY

The Administrator is the chief administrative and executive operations officer of the Tribe. The Administrator is vested with the authority to manage and oversee the day-to-day operations of several staff and departments of the Haliwa-Saponi Indian Tribe's Government and its subordinate entities.

#### DUTIES & RESPONSIBILITIES

In compliance with applicable law, regulations and policies, and under the discretion, supervision, and general direction of the Tribal Council, the Administrator shall undertake duties and responsibilities such as, but not limited to, the following:

1. Provide strategic direction and oversight to the Senior Management Team.
2. Oversee the preparation and administration of annual budgets, reports, and projects.
3. Evaluate performance, analyze, and interpret data and metrics to improve outcomes.
4. Attend required meetings and events to report upon the progress of the Tribe or its entity(ies).
5. Oversee the creation and maintenance of a centralized archive and repository for tribal government data and proprietary information.
6. Serve as an official representative to tribal, national, state, or local events, professional or civic organizations, and other entities as delegated by the Tribal Council.
7. Ensure the appropriate administration of tribal government and non-profit entity programs, services, and stewardship of the real and personal property of the Tribe.
8. Recommend the creation of laws, codes, regulations policies, procedures, and carry out processes that ensure efficient effective operational, reporting, evaluation, and compliance systems within the government of the Tribe and its entities.
9. Work cooperatively with Tribal Council committees and subordinate tribal staff, departments, and entities to direct and support a structured cohesive administration accomplishing measurable short- and long-range goals consistent with the vision of the Tribal Council.
10. Timely complete all other duties as assigned by the Tribal Council or required by applicable law within stated time parameters.

## **QUALIFICATIONS & REQUIREMENTS**

1. A successful candidate will possess the following preferred Qualifications:
  - A. Master's Degree in Public Administration or equivalent field and five (5) or more years of successful experience as a Chief Executive Officer (or equivalent position) of a Public or Tribal Government or in a corporate structure with multiple departments and entities; or
  - B. Bachelor's Degree in Public Administration or similar field, and ten (10) or more years of successful progressive experience working in a Public or Tribal Government managerial or executive capacity or similar environment in a corporate structure; or
  - C. An acceptable combination of education and experience that, in the Tribal Council's discretion, equates to the preferred qualifications.
  
2. Requirements include:
  - A. Excellent communication skills – verbal, written, electronic and auditory; and
  - B. Submission to, and successful passage of, drug-testing and background check requirements; and
  - C. Possess and maintain a valid driver's license and be insurable by the Tribe's auto insurer; and
  - D. Have considerable working knowledge of United States federal and other laws impacting American Indian tribal nations; and
  - E. Have strong working knowledge of government accounting, generally accepted accounting principles, and sound financial and audit practices; and
  - F. Have strong authoritative managerial and organizational management skills that inspire respect amongst colleagues and a positive team atmosphere; and
  - G. Have excellent working knowledge of computers and common software programs such as, but not limited to, Microsoft Office Suite, Adobe Acrobat, and financial software.
  - H. An official completed Haliwa-Saponi Indian Tribe employment application and verification documents (transcript(s), certification(s), reference letter(s), documentation of salary, etc.) are required to confirm qualifications for this position prior to employment.

## **PREFERENCES EXERCISED**

The Tribe will only employ those persons that are citizens of the United States of America or legal aliens authorized to maintain employment in the United States of America. Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e-2(i)(1982), provides an exception to Title VII's general nondiscrimination principles through which Indian tribal nations exercise an employment and contracting preference in favor of American Indians. Section 7(b) of the

Indian Self-Determination and Education Assistance Act of 1975, 25 U.S.C. § 450e(b), requires the inclusion of Indian preference provisions in certain federal contracts and grants.

The Tribe shall give preference to verified enrolled citizens of Indian tribes/nations for employment and Indian/tribally owned businesses for contracting opportunities. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).

#### **DISCLAIMER**

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The selected candidate must successfully comply with applicable drug testing and background check requirements.*

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Haliwa-Saponi Indian Tribe reserves the right to amend and change responsibilities to meet governmental, business, and organizational needs. This document does not create an employment contract, implied or otherwise. Employment in this job is an "at will" employment relationship.*

*The salary range listed does not represent a predetermined pay rate but is representative of the amount that may be budgeted for the selection of the most qualified candidate. The Tribal Council will determine and offer a final starting salary based upon qualifications and experience of the selected candidate. All tribal government and non-profit entity salaries are subject to funding availability.*

#### **APPLICATION SUBMISSION**

Once this position opens, it will remain open until filled. Submissions will be reviewed for prospective candidates in bi-weekly batches beginning Friday, March 20, 2026, and will continue until a candidate is selected. To apply for this position, please submit a cover letter with resume, a complete Tribal employment application, tribal enrollment documentation (if requesting Indian or tribal preference) and three (3) letters of reference as follows:

Haliwa-Saponi Indian Tribe  
ATTN: Human Resources Coordinator  
Post Office Box 99  
Hollister, NC 27844  
jobs@haliwa-saponi.gov

Applicant submissions ***are not*** accepted in person.