

# Haliwa-Saponi Indian Tribe

## Job Description



**Job Title:** Tribal Administrator  
**Salary:** \$55,000 to \$85,000 (negotiable)  
**Travel:** Extensive, local and out of state  
**Location:** Haliwa-Saponi Indian Tribe, Hollister, NC  
**Supervisor(s):** Tribal Council

**General Description:** The Administrator shall have the overall responsibility for the implementation, managing and administration of all procurement of federal and non-federal programs, objectives, and activities of Haliwa-Saponi Tribe, Inc. Duties will include preparing contracts for consultants, supervising, and assigning tasks to staff, coordinating resources, reviewing and revising documents, conducting meetings, monitoring fiscal requirements, tracking work plan progress, and preparing oral and written reports. The Tribal Administrator will maintain a professional appearance, attitude and working environment for the Tribe, its employees, and its Tribal Members. All work shall be in compliance with Tribal Bylaws and applicable Federal laws.

**Qualifications, Knowledge and Skills:**

- Prefer a BA or BS degree in Business or Public Administration or related degree with three years of verifiable, successful work experience as an administrator:
- Experience in the area of Indian affairs or Tribal Government.
- Knowledge and experience in fiscal management, human resources and employee supervision, grant and contract management.
- Ability to follow instructions, have excellent analytical, oral, written, technical. and social skills.
- Have working knowledge and understanding of current Tribal and federal laws and regulations.
- Pass background check, valid Driver's License and be insurable to drive Tribal vehicles.
- Bondable.

**Preference:** The Tribe is an equal opportunity employer and service provider. American Indian preference will be given as applicable in accordance with U.S.C. Section 45, U.S. Supreme Court, (6/17/74).

**Resume Deadline:** April 30, 2023

**Submit Resume to:** Councilwoman Angela Richardson, Haliwa-Saponi Indian Tribe, PO Box 99, Hollister, NC, 27844 **and** email to [arichardson@haliwa-saponi.org](mailto:arichardson@haliwa-saponi.org)