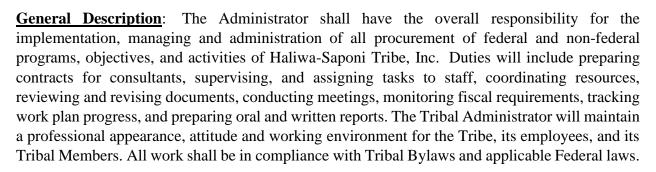
Haliwa-Saponi Indian Tribe Job Description

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



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

