



Chilkat Indian Village

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CHILKAT INDIAN VILLAGE ASSISTANT TRIBAL ADMINISTRATOR

PURPOSE:

This position will be responsible for Financial Management Assistance, Grant Program Coordination, and Project Management for the Chilkat Indian Village Administration. The position will assist the Tribal Administrator and Administrative Assistant/Bookkeeper with other assigned Administrative Projects that may include Human Resource Procedures, Policies and Development, Computer Information Systems and Office Management Systems Assistance and Tribal Government Organization Activities. The position will serve as a "second in command" to the Tribal Administrator, and work collaboratively with the Administrative Assistant in fulfilling this responsibility.

AUTHORITY:

The Assistant Tribal Administrator is responsible to the Chilkat Indian Village Tribal Council and Tribal Administrator for the performance of assigned duties and responsibilities.

CONFIDENTIALITY: The Assistant Tribal Administrator will have access to important and confidential information about the tribe, employees and tribal members. All financial operations, business operations, confidential employee information, and political matters of the tribe will be kept strictly confidential and shall not be available for review or access by anyone other than those authorized to receive such information.

RESPONSIBILITIES:

- Provide direct grants management and program/project coordination and evaluation as assigned by the Tribal Administrator.
- Oversees and assures the maintenance and security of the tribal information management systems, including the tribal computer information systems.
- Oversees day to day tribal office management in the absence of the Tribal Administrator.
- Oversees the maintenance and updating of the tribal staff office calendar including staff travel and staff/tribal meetings, and tribal personnel policies and procedures.
- Assess staff training needs and develop staff training needs and develop and/or facilitate training opportunities as needed/directed.
- Participates in project reporting and evaluation.
- Provide Financial Management Assistance and Program Financial Reports to the Tribal Administrator, Bookkeeper/Treasurer, and Tribal Council.

- Assist the Tribal Administrator with the day to day management of the affairs and records of the Tribal Government.
- Performs other duties as assigned by the Tribal Council and/or Administrator.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Educational and professional background and/or work experience in Tribal Administration.
- Good management, administration, writing and communication skills.
- Ability to establish and follow through with strategic plans.
- Demonstrated computer skills including MS Office and Quickbooks.
- Ability to manage staff, consultants, and contractors within the team management concept.
- Ability to work independently and collaboratively.
- An understanding of traditional Tribal knowledge and culture.

QUALIFICATIONS:

- Knowledge and Experience with Tribal Government Administration is preferred.
- Grant administration or project planning experience preferred.
- Financial management skills and understanding of non profit accountability is required.
- Knowledge and experience of computer information systems is preferred.
- Understanding of community consultation and consensus dynamics.
- A Bachelor's Degree in a related field may be substituted for the above.
- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant's who meet the minimum qualifications pursuant to Chilkat Indian Village's personnel policies.

SALARY: Depends on Experience.