San Pasqual Band of Mission Indians

Notice of Position Vacancy

<table>
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<tr>
<th>Position Title: Tribal Project Administrator</th>
<th>Posting Date: October 3, 2022</th>
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<tbody>
<tr>
<td>Position Reports to: Business Committee</td>
<td>Employment Category: Exempt</td>
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<tr>
<td>Department: Administration</td>
<td>Closing Date: Until filled</td>
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Position Summary

Under the Direction of the San Pasqual Business Committee, the Tribal Project Administrator oversees governmental programs, supervises various departments, and implements governmental policies. The Tribal Project Administrator has a liaison relationship between the tribal government and the Business Committee. This position provides direction and enables the Business Committee to carry out its governance functions.

Essential Duties and Responsibilities:

- Work with the Business Committee to implement and oversee activities, projects and/or programs that serve the needs of the Tribal Government. Ensures projects are brought to fruition, on time, and within budget.
- Provide reports regularly to the Business Committee concerning the status of all assignments and projects of the various programs and activities, assist in establishing program objectives and meeting deadlines, preparing resolutions ordinances, contracts, budgets, reports and other support documents as needed.
- Serve as primary liaison for the Business Committee providing administrative and logistical support on day-to-day operations of the Tribal Government.
- Work with the Business Committee to establish current and long-range goals and objectives.
- Meet with Business Committee weekly on activities, projects, and grant award progress.
- Collaborate with the Business Committee to define and articulate San Pasqual’s vision and to develop strategies for achieving that vision.
- Explore alternative and innovative revenue sources.
- Provide general oversight and leadership to ensure each department Director has necessary guidance and support.
- Manage select departments who do not report to the Business Committee.
- Review policy amendments and creates policy recommendations for Business Committee approval.
- Perform executive-level planning, organizing, and directing to assist with the Business Committee’s goals, objectives, and programs.
- Translate Business Committee goals into achievable steps. Anticipates and solves problems and takes advantage of opportunities, is a self-starter and a team player.
- Other duties as assigned.
Essential Education, Experience, Qualifications and Skills:

- Bachelor’s Degree in Business Administration, Public Administration, or related field required.
- 5 years’ experience as Tribal Administrator or Tribal Project Manager for a Federally recognized Tribe.
- 5 years’ experience in upper management with increased administrative responsibilities.
- Minimum 3 years’ experience as a project manager required.
- Ability to foster positive and harmonious working relationships with all levels of employees.
- Understanding of the need to maintain confidentiality and act with diplomacy when working with government data, tribal member information or any other confidential information or materials.
- Ability to work well under pressure and perform multiple tasks simultaneously with frequent interruptions; effective time management skills, excellent organizational skills, and the ability to establish and maintain priorities and meet deadlines.
- Must have analytical skills, be proficient in reading, writing, typing, and understanding verbal and written instructions.
- Knowledge of a Tribal Government and have working knowledge of current Federal, and applicable State laws and regulations as it pertains to Native Americans.
- Requires demonstrated knowledge in integrating and coordinating various areas of management to complete goals and projects.
- Proficient in Microsoft Office required.
- Advanced Excel experience required.
- Experience with Sage, MIP, and Trello preferred.
- Must be able to pass Tribe’s background checks and drug screening.
- Valid California Driver’s License and be insurable under the Tribe’s Vehicle underwriter.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions gives hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.