



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0028  
GOVERNOR'S OFFICE  
TRIBAL ADMINISTRATION  
TRIBAL ADMINISTRATOR**

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<b>Position Title:</b>	Tribal Administrator	<b>Pay Level:</b>	\$79,798.00 - \$119,652.00
<b>Position Open Date:</b>	04/01/2023 – Until Filled	<b>Department:</b>	Tribal Administration
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Governor	<b>Location:</b>	Tribal Administration

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**POSITION SUMMARY:**

Responsible for overall direction and administration of all aspects of the Pueblo of Jemez business and fiscal affairs; assists and supports the Governor by providing direction, management, and oversight of operations of all departments, programs and services, provided by the Pueblo of Jemez for the community and its associated compacts, grants, contracts, general funds and limited liability companies.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Bachelor's Degree in business or public administration, Master's in Business Administration or Public Administration preferred, or a closely related field; AND ten (10) years of executive management-level public administration experience.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License (Insurability Requirement)  
Background Investigation

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

**ESSENTIAL FUNCTIONS:**

- Administrates, manages and coordinates all aspects of the Pueblo of Jemez business and fiscal affairs and operations of all departments, programs and services provided for the community
- Executes directives from the Office of the Governor, Tribal Council and responsible to carry out the scope of services as prescribed in the Self-Governance Compacts and contracts and grants
- Represents and advocates for the Pueblo of Jemez in various tribal consultations with federal and state entities keeping abreast of policy and regulatory changes that may have an impact on tribes; develops talking points, position statements, and demand tribal consultation on behalf of the Pueblo regarding national and state policies impacting the tribe; provides advice and guidance in relationship to federal and state regulations and policy
- Leads the development and negotiation of all federal compacts and agreements; right-of-way agreements, etc. with the Tribal Attorneys, Directors and professional, and technical staff
- Directs the development and maintenance of the Pueblo of Jemez long and short-term strategic plans and policies to realize the vision and mission of the Pueblo of Jemez
- Delegates, organizes, and directs the development and implementation of decisions of strategic decisions to meet goals, objectives, policies, procedures and programs; provides for administrative policies, procedures and work standards to ensure that goals and objectives are met and that programs provide mandated services in an effective and efficient manner
- Works with and provides guidance to the Finance Director and Directors in the formulation of budgets for the expenditure of funds and for the estimation of budget needs for upcoming fiscal years
- Supports Department Directors in all aspects of program management including budget development and funding allocation; program planning; program management; performance standards; and contract compliance
- Ensures Scope of Work requirements are met, through subordinate professional, technical, managers and supervisory staff, in accordance with the approved Scope of Work identified for each funded program managed by the Pueblo
- Ensures department and program budget requirements are met in accordance with the approved budgets identified for each program through subordinate professional, technical, managers and supervisory staff
- Approves or concurs purchase requests as identified in the Accounting Manual
- Develops, implements and maintains operations policies and performance to maximize department and program management efficiency and productivity
- Develops recommendations for reorganization and operation planning that will provide a streamlined approach for maximum tribal management efficiency aligned with financial resource availability
- Formulates new ideas and projects and strives for their realization
- Ensures reporting and program compliance with local, private, state and federal agencies' guidelines and regulations through subordinate professionals
- Prepares pertinent reports and maintains records necessary for department and program evaluations
- Monitors accountability for all departments, programs and projects
- Conducts Department Level Directors meetings and staff training to ensure each program is managed and operated with professionalism, proficiency and a high degree of customer friendly service
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public
- Other duties as assigned

**REQUIRED KNOWLEDGE AND SKILLS:**

- Towa language
- Principles, practices and procedures of public administration in a tribal government setting
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of management
- Functions, authority, and responsibilities of an appointed board
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration
- Applicable legal guidelines and standards effecting tribal government
- Social, political, economic, environmental and related issues influencing tribal government functions and activities
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained
- Principles and techniques of making effective oral presentations
- Planning, organizing, administering, coordinating, reviewing and evaluating a wide variety of tribal programs and services through executive management staff
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls
- Interpreting, applying and explaining complex laws, codes and regulations
- Preparing clear and concise reports, correspondence and other written materials
- Using initiative and independent judgment within general policy guidelines
- Using tact, discretion and prudence in dealing with those contacted in the course of the work
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Making effective oral presentations to large and small groups

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

[www.Jemezpueblo.org](http://www.Jemezpueblo.org)