



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-003
TRIBAL ADMINISTRATION
ASSISTANT TRIBAL ADMINISTRATOR

Position Title:	Assistant Tribal Administrator	Pay Level:	\$72,516 – \$108,775
Position Open Date:	01/08/2024	Classification:	Exempt
Position Status:	Full-Time	Location:	Tribal Administration
Supervisor:	Tribal Administrator		

POSITION SUMMARY:

Responsible for business, fiscal and personnel administration and management in the operation of the Pueblo of Jemez; assists and supports the Tribal Administrator in the direction, management, and oversight of operations of all departments, programs, and services, provided by the Pueblo of Jemez for the community. Coordinates, communicates, and represents Jemez Pueblo regarding issues impacting the Title V Self-Governance Compact under Public Law 93-638.

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 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, or a closely related field; AND seven (7) years of direct managerial/executive experience in public administration.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
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 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:

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of professional, technical support and operational staff; recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures, and work standards; participates in the preparation and management of the Pueblo of Jemez budgets; acts as a good steward of the Pueblo's fiscal and human resources.
- Collaborates on development and implementation of long and short-term strategic plans aligned with the mission and vision of the Pueblo of Jemez maintaining quality services provision and business and financial profitability.
- Stays abreast of industry trends.
- Assists in the administration of the Pueblo of Jemez operations and delivery of all departments, programs, services provided for the community, and personnel; ensures accountability to their goals and objectives, improving performance, satisfaction, quality and outcomes.
- Ensures the provision of scope of services as prescribed in the self-governance compacts, contracts, and grants.
- Ensures that the Title V Self –Governance compact is adhered to by the Tribe and IHS and protects IHS funds from misuse.
- Leads annual Compact Negotiations.
- Delegates, coordinates, and directs the development and implementation 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 Directors in the formulation of budgets for the expenditure of funds and for the estimation of budget needs for upcoming fiscal years.
- Supports and advocates for POJ human resource policies and practices that promote successful recruiting, retention, competitive compensation, and professional training and development.
- Supports Department Directors in all aspects of program management including budget development and funding allocation; program planning; program management; performance standards; compliance requirements; accreditation and certification requirements; and contract compliance.
- Provides regulatory management; assures 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.
- Provides financial management; assures 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.

- Provides human resources management; works with Human Resources representatives and immediate subordinates on the multiple functional areas and activities.
- 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.
- 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.
- Participates in Department Level Directors meetings; conducts staff training to ensure each program is managed and operated with professionalism, proficiency, and a high degree of customer friendly service.
- Maintains effective communication throughout the organization; maintains involvement in the community and with external partners.
- Contributes to the overall quality of the Pueblo of Jemez service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- 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 employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline, administrative principles, and practices, including goal setting and program development, implementation and evaluation.
- Techniques of financial strategic planning.
- Principles and practices of financial and claims auditing.
- 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.
- Records management principles and practices.
- Computer applications related to the work.
- 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.
- Comprehensive health care delivery in an ambulatory care or FQHC setting.
- Principles and techniques of making effective oral presentations.
- Government-to-government relations, Tribal Sovereignty, Federal Indian law and policy, trust responsibility, Indian treaties, Indian Self-Determination Education Assistance (ISDEAA) and the Indian Health Care Improvement Act, and Title V Self-Governance Compact under Public Law 93-638.

Skill in:

- 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.
- Planning, organizing, supervising, reviewing, and evaluating the work of others.
- Interpreting, applying, and explaining complex federal, state, and local laws related to the areas of responsibility.
- Training others in policies and procedures related to the work.
- Developing and administering budgets.
- Evaluating and coordinating programs and services provided to the community.
- Performing detailed analyses and preparing accurate, clear, and concise documentation, reports, correspondence, records and other written materials.
- Using initiative and independent judgment within established 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

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024