



KALTAG TRIBAL COUNCIL
12 E STREET/PO BOX 129
KALTAG, AK 99748
907-534-2224 PHONE
907-534-2299 FAX
KALTAGTRIBE@HOTMAIL.COM

TRIBAL ADMINISTRATOR, ON-SITE SUPERVISOR

JOB DESCRIPTION

| | |
|--------------------|--|
| LOCATION | Kaltag, Alaska |
| SALARY | DOE |
| SUPERVISOR | Dual Supervision: Kaltag Tribal Council/TCC Self Governance |
| JOB SUMMARY | <p>Job incumbent is responsible for the overall administration of all tribal activities of the Tribal Council. This includes preparation of grant proposals and contracts to obtain projects and programs for the Tribal Council. Assist village residents with economic development activities. Provides and oversees program delivery for all tribally administered BIA and/or IHS programs. Monitors all tribal budgets. Incumbent is the designated onsite supervisor for all TCC rural based employees residing in their village.</p> |

RESPONSIBILITIES

- Receive, read, and route incoming mail.
- Maintain files of correspondence and other records. Type correspondence, forms, reports, and other related materials as necessary.
- Become familiar with grants and other funding available to the tribe, process grant proposals and application forms.
- Provide information to the tribal members and help process their applications for specific program funds.
- Attend council meetings, coordinate trainings for council members, post meeting notices, prepare agendas and record meeting minutes.
- Submit regular progress to the tribal council.
- Maintain program records and implement requested services.
- Monitor all tribal budgets.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- Knowledge of Native culture and tribal structure.
- Knowledge of general office procedures and ability to operate standard office equipment.
- Ability to compute mathematical calculations for budget preparation and analysis.
- Previous grant writing experience preferred. Ability to organize and prioritize work and to

meet deadlines.

- Previous supervision experience helpful.
- Must pass background check pursuant to federal Indian Child Protection and Family Violence Prevention Act requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Strong written, verbal, analytical and interpersonal skills.
2. Strong public relation skills a must.

PHYSICAL DEMANDS

Mostly sedentary position. Some travel required. Incumbents must be able to lift, carry, push, and pull at least 20 pounds. Incumbent may be expected to travel. Incumbent must be able to work accurately and efficiently in a busy and sometimes stressful position.

SUMMATION

Job incumbent must be organized and timely. Good public relation skills are essential in working with tribal membership and the public. Must be flexible to adapt to evolving job duties. Must be able to work independently with limited supervision. Must maintain confidentiality.

SUBMIT APPLICATIONS VIA THE [TANANA CHIEFS CONFERENCE WEBSITE](#)