

**SITKA TRIBE OF ALASKA**  
**Job Description**

**JOB TITLE: Administrative Services Director**

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<b>Exempt:</b>	Yes	<b>Salary range:</b>	\$58,000 - \$65,000 DOE
<b>Department:</b>	Administration	<b>Work Hours:</b>	8:00am to 4:30pm
<b>Benefits:</b>	Yes		or more as necessary
<b>Reports to:</b>	General Manager	<b>Closing Date:</b>	August 9, 2010

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**I. SUMMARY**

The Administrative Services Director is responsible for managing the Administration – Administrative Services Department. This position supervises the Administrative Services staff and provides administrative services to other departments (including but not limited to: Information Technology, Personnel/Procurement, Enrollment/Executive Assistance, and basic facilities Management). The Administrative Services Director serves as the Drug/Alcohol Program Manager for the Tribe and will conduct a Needs Assessment every three years.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

**A. Administrative Responsibilities: Including supervisory, grant writing and Tribal Committees**

- Supervise Administrative Services staff.
- Ensure your staff abides by the Employee Handbook and other applicable policies and procedures
- Coordinate with staff to ensure that appropriate training, as opportunities and funding for such are available, is pursued by staff.
- Hold weekly staff meetings with your staff. Participate in bi-weekly all Administration staff meetings.
- Responsible for researching and writing grant proposals for additional funds as needed focusing on IT and Enrollment.
- Work with staff to prepare and submit annual strategic planning documents to the GM to be incorporated in to the Council's Annual Strategic implementation plan. Review this plan with the department quarterly and prepare and submit bi-annual (mid-year and end of the year) progress reports to the GM. Review the Strategic plan and bi-annual reports with the Council as appropriate, during their bi-annual retreats. Implement sections of the Tribal Council's plan specific to the Administrative Services department.
- Track spending of Administrative Services staff for various line items in the Administration and Council budgets and ensure spending appropriately as instructed by the General Manager.
- Responsible for providing staff support to the Enrollment Committee. Draft agendas, minutes, forward recommendations from the Committee to the Council in a timely manner.

**B. Information Technology Services**

- Supervise Information Technology Manager and on-call computer technician.
- Ensure STA's information technology is up-to-date and functional.
- Work with IT staff to establish long term plans for replacement of IT items as they move beyond their useful life.

**C. Personnel/Procurement Services**

- Supervise Personnel/Procurement Manager.

- Ensure all personnel functions are being administered by the Personnel Manager.
- Learn the Hire Policy and work to ensure Native preference hire for all positions where there are qualified Natives applying.
- Determine the need for resources such as subscriptions, manuals, and publications to keep STA current on tribal, state, and federal employment regulations.
- Learn the Procurement Ordinance and ensure the Procurement Manager assists departments with procurement at the Tribe.
- Gain knowledge of GSA and the benefits available to the Tribe to obtain products at reduced prices.
- Responsible for completing reports on current GSA vehicles.

**D. Enrollment Program/Executive Assistance to the Council**

- Supervise Enrollment Manager/Executive Assistant to the Council.
- Learn the Enrollment Ordinance and responsible for serving as staff support to the Enrollment Committee.
- Work with Enrollment Manager to increase the tribe's enrollment.
- Work with Executive Assistant to Council to ensure professional packets are put together for each of the Council meetings.
- Attend all Council meetings and track in your packets the motions made and direction from the Council to ensure accurate meeting minutes are prepared by the Executive Assistant and brought back to the Council for approval in a timely manner.
- After Council meetings, ensure Executive Assistant brings documents that are submitted for council approval are signed and routed to the appropriate department immediately following Council meetings.

**E. Drug and Alcohol Program Manager**

- Responsible for knowledge of the Drug and Alcohol Free Workplace Ordinance and carrying out the duties and responsibilities specified in that ordinance and the corresponding Drug and Alcohol Free Workplace Regulations.

**F. Basic Facilities Management**

- With administrative services staff, maintain building use calendar to avoid conflict of scheduling and maintain building and auto keys.
- Distribute keys to new employees and collect keys from those employees leaving STA.
- Track STA van usage by ensuring employees complete sign-out/sign-in sheet for the STA van.
- Ensure van maintenance upkeep is completed on an annual basis.

**G. Needs Assessment (every three years)**

- Prepare a needs assessment document every three years to survey Tribal citizens:
  - Bring proposed Needs Assessment Survey to department directors for input
  - Run draft needs assessment through the appropriate Tribal Committee for approval
  - Get approval from Council for the Needs Assessment Survey
- Hire staff to conduct the survey. Supervise those workers during the time they are employed to ensure surveys are completed.
- Compile report for the Tribe to use as support for grant applications and in other areas this information may be helpful.

**H. Meetings, reports and other**

- Attend weekly department head meetings, individual weekly meetings with the GM, monthly

Tribal Council meetings, any Council meeting, and quarterly finance meetings with the Administration staff. Attend other meetings as requested by the GM.

- Hold weekly meetings for the Administrative Services staff. Participate in bi-weekly meetings of all Administration staff.
- Prepare monthly reports of activities to the Council. Receive, review/edit and route monthly reports from Administrative Services staff to the Executive Assistant for inclusion into the Council's monthly meeting packet.
- Prepare updates to appear as appropriate in quarterly newsletters.
- Prepare annual report to appear in the Tribe's Annual Report to tribal citizens.
- Respond to questions/comments in a courteous and timely manner.
- Maintain confidentiality of all personnel and financial information you see, hear or read.
- Other duties as assigned by the General Manager.

### **III. MINIMUM QUALIFICATIONS**

#### **A. Education**

Bachelors Degree from four year accredited college

#### **B. Experience, Knowledge, Skills and Abilities**

- Two to four years related experience and/or training; or equivalent combination of education and experience that shows you have the skills and abilities to do the job
- Two (2) years experience supervising staff
- Knowledge of budgeting (preparing and managing)
- Excellent organizational skills, writing and editing skills
- Strong facilitation skills with broad cross-section of people
- Intermediate knowledge of computer systems and software
- Ability to manage multiple tasks
- Ability to work independently with minimal guidance, take initiative and work as a team player
- Ability to use Microsoft Word, Excel, and Access with proficiency
- Desire and ability to support and advocate for Tribal Rights
- Previous work with tribal governments/populations
- Ability to balance competing priorities to achieve goals and work under pressure
- Ability to comply with confidentiality requirements
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

#### **C. Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check. No individual who has been convicted of any crime involving a sexual offense may fill this position.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

#### **D. Drug and Alcohol Free Workplace**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol Free Workplace

Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

#### **IV. PREFERRED QUALIFICATIONS**

The following qualifications are preferred but not required:

- Juris Doctorate or Masters Degree
- Advanced knowledge of Information Technology and previous experience supervising such a position

#### **V. TRIBAL PREFERENCE**

Tribal Native Preference applies