

Lone Pine Paiute-Shoshone Reservation

P.O. Box 747 • 975 Teya Road

Lone Pine, CA 93545

(760) 876-1034

Fax (760) 876-4500

Web Site: www.lppsr.org

POSITION: Tribal Administrator
SUPERVISED BY: Reports directly to Tribal Chairperson; Tribal Officers
SALARY: \$65K - \$75K, depending on experience.
Exempt, Full-time, 40 hours/week, with benefits (medical, dental, vision, term-life & retirement)

GENERAL STATEMENT OF RESPONSIBILITIES: To plan, direct and coordinate the overall administrative activities and operation of the Tribe; to provide advice, assistance and staff support to the Tribal Officers; exercise independent judgment and initiative; provide administrative direction to tribal department heads and staffs; and to serve as director for personnel, planning and finance functions.

MINIMUM QUALIFICATIONS

1. B.S. Degree in Business, Public Administration or related discipline with four (4) years of successful work experience as an Administrator; or
2. A.S. Degree in Business, Public Administration or related discipline with six (6) years of successful work experience as an Administrator; or
3. A minimum of eight (8) years of progressive experience employed in an administrative or Managerial staff capacity in a tribal or municipal organization, involving the responsibility for the Planning, organization, implementation, and supervision of varied work programs.
4. Strong written and oral skills.
5. Advanced skills in Microsoft Office (Word, Excel, Access, Publisher, PowerPoint, and Outlook) and basic knowledge of financial software.
6. Five (5) years' experience in contract, fiscal and personnel management, tribal government and community relations.
7. Must possess a valid California Driver's License with no restrictions and be insurable under the Tribe's vehicle insurance policy.
8. Must pass pre-employment background checks including alcohol, drug and health tests.
9. Knowledge of Federal Indian Law highly desirable.

JOB DUTIES AND RESPONSIBILITIES

1. Provide effective leadership to coordinate and supervise the daily operations of all departments.
2. Provide grant, contract and financial management to insure successful administration and completion.
3. Strict adherence to policies & procedures, ordinances, rules & regulations and directives given by the tribal officers.
4. Ability to supervise, counsel and evaluate all employees; enforcement of employee disciplinary actions; respond to grievance procedures; and hire and discharge employees.
5. Work closely with accountant to ensure adherence to adopted annual budgets to assure goals and objectives are met.

6. Maintain effective, positive communication with tribal officers, the general council, tribal, local, state and federal governments and their respective staffs.
7. May be required to attend out-of-town trainings, conferences, and meetings.
8. May be required to work weekends and attend evening social and cultural events.
9. Meet regularly and work closely with tribal committees.

KNOWLEDGE, SKILLS AND ABILITIES

1. Interpersonal skills that demonstrate professionalism, respect, and diplomacy.
2. Ability to interpret and understand financial reports, accounting documents, employment law, policies and procedures, and regulatory information.
3. Demonstrated professional ethics.
4. Ability to analyze, summarize, and present information in an effective manner.
5. Ability to evaluate a critical situation and plan a quick course of action for corrective resolution.
6. Ability to help provide a safe environment for employees, members and guests through compliance of established standards and guidelines.
7. Knowledge of current social, political and economic trends.
8. Knowledge of up-to-date local, state and federal laws (i.e., FEMA, HUD, Indian Child Welfare Act, NEPA, Indian Housing Programs) relative to tribal governments and operations.

DEADLINE TO APPLY: This position is open until March 12, 2021 at 5:00pm. Application forms are available on the Tribe's website: www.lppsr.org or at the Tribal Office, 975 Teya Road, Lone Pine, CA 93545. For question or additional information, please contact 760.876.1034 or receptionist@lppsr.org

Submit materials outlined below to:

Lone Pine Paiute-Shoshone Tribe, PO Box 747, Lone Pine, CA 93545 or at Tribal Office's mail drop box at 975 Teya Road, Lone Pine.

- a completed Lone Pine Paiute-Shoshone Tribal Application (required)
- a brief letter describing your interest in the position, including how your skills meet the required job responsibilities (required)
- a resume (required)

Pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450 et. Cet.) and the Indian Preference Act (Title 25, U.S. Code section 472 and 473), Indian Preference will apply.



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Dear Applicant,

Thank you for showing an interest in working for the Lone Pine Paiute Shoshone Reservation. We are a small tribal government who works to deliver quality services to the enrolled tribal members while working collaboratively in our surrounding community and with our governmental partners.

We are seeking qualified, motivated people who can work together as part of our team. We will need information from you to fully evaluate your qualifications for the position you are applying for.

To be considered, you must submit the following by the closing date:

1. Completed application form (enclosed)
2. Current resume
3. Cover letter that addresses the following:
 - How you see yourself meeting the mission of a Tribal Government and providing excellent service to members of this community.
 - How you operate as a team member and examples of how you work cooperatively to carry out your job duties and responsibilities.
 - Your understanding of what it means to be professional in the job you are applying for.
 - What motivates you as an employee.

Thank you for taking the time to apply with the Lone Pine Paiute-Shoshone Reservation.

LONE PINE PAIUTE-SHOSHONE RESERVATION

Employment Application



Instructions: Please complete the entire application. You may attach a resume and cover letter, however do not write "Please see resume" on the application form. Applications are reviewed to determine if you meet the qualifications of the position you are applying for. All information provided is subject to verification.

Position Desired: _____

I have have not read the job description for which I'm applying for and attest that I am am not able to perform the essential functions of the position with or without reasonable accommodation.

APPLICANT INFORMATION										
Last Name			First			M.I.		Date		
List Any Former Last Names										
Street Address					Apartment/Unit #					
City			State		ZIP					
Phone				E-mail Address						
Date Available			Social Security No.			Desired Salary				
The Lone Pine Paiute-Shoshone (LPPSR) gives hiring preference to enrolled members of federally-recognized tribes with proper documentation.										
Are you a member of a federally-recognized tribe?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		Tribe (Attach copy of enrollment verification)			
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you 18 years of age or older?			YES <input type="checkbox"/>		NO <input type="checkbox"/>					
Have you ever worked for LPPSR?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when and position?			
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain			
EDUCATION										
High School			City/State							
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College			City/State							
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Other			City/State							
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Specialized, work-related training, seminars, license, certifications, apprenticeships, memberships, skills or qualifications:										

COMPUTER SKILLS*Please indicate your skill level:*

Word	<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Excel	<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Access	<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Power Point	<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Email	<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Internet	<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Other	

REFERENCES*Please list three professional references that are familiar with your work abilities. Do not include friends or relatives.*

Full Name		Relationship	
Company		Phone	()
Address			
Full Name		Relationship	
Company		Phone	()
Address			
Full Name		Relationship	
Company		Phone	()
Address			

PREVIOUS EMPLOYMENT

Company				Phone	()
Address				Supervisor	
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					

From		To		Employment Type	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> On-Call <input type="checkbox"/> Contract
Reason for Leaving:					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
If no, please explain:					

Company				Phone	()
Address				Supervisor	
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					

From		To		Employment Type	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> On-Call <input type="checkbox"/> Contract
Reason for Leaving:					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
If no, please explain:					

Company				Phone	()
Address				Supervisor	
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From		To		Employment Type	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> On-Call <input type="checkbox"/> Contract
Reason for Leaving					
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
If no, please explain:					

MILITARY SERVICE

Branch		From		To	
Rank at Discharge		Type of Discharge			
If other than honorable, explain					

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I hereby authorize investigation of all statements provided during the application process and all references to give LPPSR any and all pertinent information they may have, personal or otherwise, and release from all liability or responsibility LPPSR, its agent and all persons, companies, or organizations providing information to LPPSR about me.

If I am employed by the Lone Pine Paiute-Shoshone Reservation, I agree to comply with all personnel policies and applicable laws, policies, and procedures.

I understand that if hired, my first six (6) months are a probationary employment period during which I will be an at-will employee whose employment relationship may be terminated at any time for any or no reason with or without notice or cause. After successful completion of the probationary period, I may be terminated only if LPPSR determines, in its sole discretion, there is a reason for termination.

Signature		Date	
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Printed Name (first, middle and last) of Applicant: