

**LOWER BRULE SIOUX TRIBE
TRIBAL MANAGEMENT
JOB ANNOUNCEMENT**

Readvertisement #2

JOB TITLE: Tribal Manager

JOB CLASS: DOE

JOB SUMMARY: Under the general supervision of the Tribal Council and the direct supervision of the Tribal Chairman. The Tribal Manager is responsible for the overall management, administration of tribal program operations, supervision of all program directors, and all administrative staff, and other related duties as directed by the Tribal Chairman. When required by the Tribal Chairman, provides critical oversight for both the internal tribal infrastructure and for the liaison with Federal, State and county agencies.

ILLUSTRATIVE DUTIES:

- The Tribal Manager implements and enforces tribal policies and procedures, and promotes the efficiency and effectiveness of Tribal operations.
- Provides oversight for financial and other resources entrusted to the Lower Brule Sioux Tribe.
- Performs supervisory and administrative duties, within tribal operations.
- Ensures the program directors are well informed in areas of budget and finance, and provide training where needed.
- Maintains copies of quarterly printouts of finance Expense Reports for all tribal programs, to ensure program compliance with federal spending and reporting guidelines and regulations.
- Monitors all grants and contracts as needed, to evaluate the status of projects, their respective budgets, and to ensure reporting compliance.
- Provides accurate and current information on any issues, as requested by the Tribal Chairman.
- Provides assistance in developing infrastructure and management systems for tribal operations, as directed by the Tribal Chairman.
- Proposes administrative policies and procedures changes to the Tribal Council.
- Reviews and answers routine correspondence and inquires relative to tribal operations.
- Signs off on travel authorizations, purchase orders, funds transfer, personnel action forms, time sheets for Directors, adverse personnel action form, requisition & payment requests, salary advances and draw downs.
- Attends all meetings of the Tribal Council, providing agenda items input and information, as requested.
- Solves management problems with managers and directors.
- Carries out other related duties, as directed by the Tribal Chairman.

QUALIFICATIONS REQUIREMENTS (Knowledge, Skills & Abilities):

- Must possess a Bachelor's Degree from an accredited college or university and have at least five (5) years of relevant work experience in the administration and management of tribal government operations.
- Must demonstrate experience working with federal agencies and their program and tribal government programs and procedures, as they relate to federal agencies.
- Must be knowledgeable and able to demonstrate experience, regarding budgeting program operations, including Property, Procurement, Record Keeping, Personnel Administration, Transportation & Maintenance, and the organizational process associated with the BIA, IHS, EPA and other relevant federal programs.
- Must be experienced in the implementation of Federal Laws, i.e. P.L. 93-638 (Indian Self-Determination Act), and 25 CFR, Part 900, Personnel Policies and Procedures, inventory management, real estate transactions, and Tribal Constitution & By-Laws and guidelines relating to matters of tribal government, in order to assist the Tribal Council in maintaining strategic and effective compliance for the benefit of the Lower Brule Sioux Tribe.
- Must possess a high level of personal integrity and ethics.
- Must be able to demonstrate exceptional organizational skills.
- Must be able to demonstrate experience in project development, funding and management in order to assist tribal programs.
- Must have demonstrable experience in grant writing, administration of, and compliance with grant regulations.
- Must have demonstrable experience in contract negotiation, project development and implementation.
- Must have demonstrable communication skills, both oral and written, be experienced in word processing and spreadsheet programs, and understand the operations of the computerized tribal financial system.
- Must be able to demonstrate the ability to communicate effectively, and to work with Native Americans, as well as non-natives, professional and government representatives and elected officials.
- Must be able to be bondable and able to pass a background clearance for job-related requirements, as necessary.
- Must possess a valid SD driver's license.
- Must be pass a pre-employment background check and drug test, prior to hire.

TO APPLY, submit LBST tribal application/Resume' to:

**Lower Brule Sioux Tribe
Human Resources Department
187 Oyate Circle
Lower Brule, SD 57548**

OPENING DATE: 10/05/2023

Open Until Filled

***REMINDER: We utilize the tribal point, so please ensure to attach all pertinent, required documents to your application i.e. high school diploma/GED certificate, college degree/ transcripts, driver's license, tribal enrollment verification, or any type of training you feel may help you qualify for this position. It is the applicant's responsibility to retrieve, copy, and provide your own information.**