



Craig Tribal Association
P.O. Box 828
Craig, Alaska 99921
Tel: 907-826-3996
Fax: 907-826-3997

**JOB ANNOUNCEMENT
TRIBAL ADMINISTRATOR
Exempt, Full-time**

Purpose. The Tribal Administrator is responsible for the daily operations of assigned Tribal Department and programs, including all contracts and grants services, as directed by the authority of the Craig Tribal Association Tribal Council. The Tribal Administrator is directly accountable to the Tribal Council, the governing body of the Craig Tribe. The Tribal Administrator performs his/her duties and responsibilities in recognition that the Craig Tribal Council is the final authority for the Tribe and works within their direction and guidance, as well as compliance with Tribal laws and Tribal policies. The successful candidate will have the overall responsibility of overseeing all Tribal departments and programs.

Minimum Requirements.

- Bachelor Degree in Business or Public Administration or a related degree with four (4) years of successful work experience as an administrator or in a position of equal responsibility; or
- Associate Degree in Business or Public Administration or a related degree with six (6) years of successful work experience as an administrator or in a position of equal responsibility.
- Must pass a background check and pre-employment and on-going random drug testing.
- Must have a valid driver's license and be insurable with the tribe's insurance carrier.
- Knowledge of tribal self-governance laws, ordinances, policies and current OMB procurement policies and requirements.

Please submit a Cover Letter, Craig Tribal Association Application and Resume'.

Pay range: \$60,000 - \$87,750/yr. DOE.

Closing Date: January 29, 2021, or until filled.

Preference will be given to qualified Tribal and Indian applicants in accordance with PL 93-638. To apply, please go to www.craigtribe.org for an application.