



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's degree from an accredited university in Public Administration, Accounting, Business or related field is preferred.
- Knowledge of federal, state, and private grants to appropriately manage the Tribe's requirements. Ability to manage oversight of the grants from beginning through audit and review.
- Direct experience in management of a department or unit of staff; experience in hiring, counseling and evaluating employees. Two (2) years of management experience is preferred.
- 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: \$75,000 - \$110,000/yr. DOE.
Closing Date: September 24, 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. Remit applications to assttribaladmin@craigtribe.org.