SUMMARY: The Mashpee Wampanoag Tribe is seeking a professional Tribal Administrator to perform excellence in the leadership, management and administration of tribal operations including health and human and other service(s) delivery to clients/customers of the tribe. The ideal candidate possesses a high level of initiative and execution, is a skilled professional with extensive experience in Tribal or Public Administration. This position oversees the day to day management of all employees, and department operations of the Mashpee Wampanoag tribal government. The Tribal Administrator acts a primary fiduciary over all tribal assets. This position works under the direction and advice of the Vice Chairperson, and collaborates with the Comptroller, and Human Resources Director. Manages the preparation and delivery of employee job performance results, and other recordkeeping. Responsible for implementing/integrating policies, identifying risks, and developing strategies to prevent harmful activities or practices. Responsible for the data quality and reconciliation of department documentation through the tribe’s financial reporting system(s), annual audits, and quarterly performance reviews. In collaboration with MWTC, the Comptroller and Human Resource Manager is in part, responsible for the Tribe’s final annual audit performance results and action plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Tribal Administrator shall be responsible for performing the following services:

- Develops and executes a High Performing Workplace to serve the community.
- Supervises all department directors, program managers, and other employees
- Establishes standard levels of service for tribal citizens with an emphasis on customer service
- Conducts quarterly performance reviews of all programs with directors, and program managers, for performance assessments.
- Conducts annual employee satisfaction measurement surveys.
- Conducts annual client satisfaction measurement surveys.
- Performs activities in compliance with all MWT, U.S Federal Govt. statutory requirements.
- Performs detail oriented performance management practices in workforce development.
- Performs activities aligned with the overall goals and objectives of the tribe.
- Performs routine self-assessment audits of operations for compliance and improvement.
- Works in the preparation and performance of the annual budget.
- Works in the preparation and performance of the annual audit.
- Works to strengthen and maintain operations internal controls.
- Provides standard levels of quality over all transactions and reporting.
- Performs a leading role in decision-making and well-being of financial health.
- Provides management with strategic financial input, and oversees all operations processes.
- Performs 100% of all accounting through the tribe’s primary management accounting system.
- Provides sound advice to Tribal Council’s
• Manages activities with the goal of improving employee performance
• Manages activities with the goal of reducing costs.
• Performs the annual forecasting of budgets in collaboration with the Comptroller.
• Provides continuous improvement of operations policies, procedures and internal controls.
• Performs an analysis of the effect of potential business decisions on financial policy.
• Collaboration with business partners.
• Performs timely performance reports, data quality reports, and corrective action plans.
• Reports monthly variances in actual to budgeted expenses, by program.
• Make available employee training.

A successful candidate will have various prerequisite skills and qualifications necessary to fulfill the job requirements. The Tribe is looking for someone with strong analytical and problem-solving skills and an excellent understanding of business and workforce concepts. The candidate should have proven leadership ability and experience in management. Interpersonal skills are desirable since this position will interact with employees and executive management. To Perform the job successfully, and individual will possess the following knowledge, skills and abilities:

**KNOWLEDGE**

• Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

• Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

• Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

• English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

• Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**SKILLS**

• Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

• Coordination — Adjusting actions in relation to others' actions.

• Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

• Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

• Speaking — Talking to others to convey information effectively.

• Computer savvy with a proven ability to use Excel, Word, Outlook and the ability to learn new software.

• Experience and understanding of taxation, payroll and other fiscal aspects of business

• Supervisor/Management Experience 5+ years

**ABILITIES**

• Writes clearly and informatively.
• Demonstrates knowledge of Indian Preference Policy
• Possess integrity and ethics in business
• Supports MWT Core Values and Concepts
• Focus on Continuous Improvement in all business aspects
• Possess a systems perspective managing all parts of the organization as a unified whole
• Treats all people with dignity and respect
• Possess a deep understanding of Tribal Sovereignty as it relates to federal, state, and local laws and regulations.
• Shows respect and mindfulness to Native Americans and Native American culture.

Minimum Qualification

Education & Experience
Bachelors’ degree (B.S.) in Tribal Administration or Public Administration or Business Administration, or the equivalent experience such as economics, business law, taxation and budget analysis, and or 5 years managing operations of 50 or more employees. Or 4-6 years of business or administration education, and/or 6 years of accounting, or 5 years of business leadership experience, including at least 5 years of managing a financial team.

Preferred Qualifications:
A Masters in Public Administration (M.B.A), with five years of experience in business management.

Requirements:
Must pass a criminal offender record inquiry and pre-employment drug screening.

Language Ability:
Ability to read and interpret documents, data, routine reports and correspondence. Ability to speak effectively to a variety of groups, and employees of the tribe.

Math Ability:
Ability to calculate fact and figures and amounts such as interest, discounts, commissions, proportions, and percentages. Ability to apply basic mathematical calculations.

Reasoning Ability:
Ability to solve practical problems and deal with a variety if concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

Computer Skills:
Microsoft Office: Word, Excel, PowerPoint, Access, Outlook and other database software information systems.

Certificates or Licenses: Driver license

Supervisory Responsibilities:
Uphold with integrity and discipline, the management and direction of staff in accordance with the applicable laws and policies of the Mashpee Wampanoag Tribe. Planning, organizing, directing and executing the work of others. Problem solving, and quality improvement in resolutions.

Work Environment:
The work environment described here is representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
Physical Demands:
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act) of 1934 (Title 25, U.S.C., Section 472)

Please send a cover letter, resume’ and references to:

Mashpee Wampanoag Tribe
483 Great Neck d. South
Mashpee, MA 02649

c/o Human Resources Director
or email Marie.Stone@mwtribe-nsn.gov