



ELKO BAND COUNCIL

*** JOB ANNOUNCEMENT ***

TITLE: Band Administrator
SALARY: Depending on Experience (\$47,840-\$62,400) Exempt & Salaried Position
DATE OPEN: February 24, 2022
DATE CLOSED: March 04, 2022

DEFINITION:

Under the general supervision of the Elko Band Council, the Band Administrator is the Administrator of the daily business operation of the Chairman. The responsibilities include the management and general supervision of all the Elko Band Council Personnel and all Elko Band Enterprises. The contact person for all tribal members needing assistance in Tribal Government programs, education, day care, housing agencies, City, council, and federal authorities for all Band activities.

TYPICAL DUTIES:

- Researches, organizes and makes recommendations potential economic development projects for the colony.
- Actively pursues and seeks agency and foundation grant assistance for initial or supplemental funding.
- Administers and interprets all management policies to staff, and other related organizations.
- Making recommendations to Band Council policy.
- Attends regular or special council meetings reporting to the Band Council status of daily activities, of projects.
- Assists Elko Band members, other public and agency contacts determining referral, if any, required.
- Serves as a daily supervisor for Band employees, enforcing existing policy and management systems. Performs all other duties as assigned by Band Council.

QUALIFICATIONS:

- Must have solid working knowledge and ability to understand and interpret federal regulations such as 25 CFR, PL-93-638 as amended.
- Ability to communicate effectively with Federal and State Agencies, individuals and groups, both verbally and in writing in order to properly express various ideas and points.
- Must work well with Band Council, funding agencies, and other business related organizations.
- Ability to supervise, organize and direct employees daily.

EDUCATION AND EXPERIENCE:

- Must have a High School diploma or equivalent
- Must have degree in Business Administration or minimum three (3) years experience in Project Administration, including background and working knowledge of fund accounting system.
- Must have a minimum of two (2) years experience in personnel management.

OTHER REQUIREMENTS:

- **Must have a valid Nevada Driver's License/Must provide DMV Driving Record**
- Must own a fully insured vehicle for local travel.
- Must be an insurable driver

INDIAN PREFERENCE:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Elko Band Council is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964, amended in 1991.

APPLICATIONS:

Employment applications may be obtained from the Elko Band Office located at 1745 Silver Eagle Dr., Elko, NV 89801 or by calling (775) 738-8889. **No phone interviews will be conducted.**