



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUNCEMENT

TITLE: Tribal Manager

SALARY: D.O.E

OPENS: March 7, 2025

CLOSES: April 11, 2025

LOCATION: Duckwater Shoshone Tribe Administration Office

DEFINITION:

The Tribal Manager will work under the supervision and direction of the Duckwater Shoshone Tribal Council. The Tribal Manager serves as the Chief Operating Officer of the Duckwater Shoshone Tribe and provides overall leadership, direction, and supervision to the staff. This position is responsible for ensuring that Tribal policies, goals, objectives, and expectations set by the Tribal Council are met. The Tribal Manager will work closely with the Tribal Council to organize, implement, and oversee programs, ensuring that federal funding awards are maximized to provide essential services to enrolled members. The Tribal Manager fosters a team-oriented work environment and provides the necessary managerial support to uphold the Tribe's mission.

QUALIFICATIONS:

1. A **bachelor's degree** (master's preferred) in Business Administration, Public Administration, Tribal Program Administration, or a closely related field **OR** an equivalent combination of education and extensive relevant experience.
2. A minimum of **ten (10) years of progressive management experience** in tribal government, public administration, or a related field.
3. Demonstrated **strong supervisory skills** with the ability to effectively manage staff and make informed decisions that support smooth administrative operations.

4. Proven leadership and management experience with a minimum of **five (5)** years in a senior-level administrative role.
5. Strong **organizational and motivational skills** to lead a diverse team successfully.
6. Excellent **verbal and written communication skills** with experience in administering state and federal contracts and grants, organizational leadership, and policy/program compliance.
7. Ability to **develop, review, and manage program budgets** effectively.
8. Knowledge of and ability to coordinate with federal, state, and local agencies, including the Bureau of Indian Affairs, Indian Health Service, and legislative bodies.
9. Understanding of the **Native American Housing Assistance and Self-Determination Act (NAHASDA)** and experience in tribal housing matters.
10. Strong technical skills in **budgeting, accounting, grant writing, spreadsheets, and word processing.**
11. Experience working with **land expansion initiatives**, including coordination with state, county, and federal agencies.
12. Knowledge and experience in **land agriculture and conservation processes.**
13. Proven ability to adhere to and enforce **Procurement Policies.**
14. Needs to have the capability to understand the overall policies and procedures of the tribal employees and needs to understand policy and separation of power with the council.
15. Understanding of **Indirect and General Fund budgeting** and preparation.
16. **Must possess a valid driver's license in a good standing and be an insurable candidate to be insured by the Duckwater Shoshone Tribe.**
17. Must pass a thorough background check.
18. **Must be bondable and have no felony or Criminal misdemeanor convictions.**

INDIAN PREFERENCE:

Preference will be given to qualified Indian applicants in accordance with Indian Preference (24 CFR 271.44).

APPLICATIONS:

Applications may be picked up at the Duckwater Shoshone Tribal Administration Office or the Duckwater website at www.duckwatertribe.org

Applications must include a cover letter, driver's license, resume and a complete application. If those are not attached or completed: Applicant will not be considered.

Applications may be:

Mailed to: Duckwater Shoshone Tribe
Attention: Shalene Mike-Collins, Human Resources Director
P.O. Box 140068
Duckwater, Nevada 89314

Emailed to: hr.enroll@duckwatertribe.org

Hand delivered to: Shalene Mike-Collins, Human Resources Director
Duckwater Shoshone Tribe
511 Duckwater Falls Road
Duckwater, Nevada 89314

