Duckwater Shoshone Tribe
511 Duckwater Falls Road, P.O. Box 140068
Duckwater Nevada 89314
(775) 863-0227 Phone

JOB ANNOUNCEMENT

TITLE: **Tribal Administrator Assistant**
SALARY: **D.O.E.**
OPEN: **November 16, 2026**
CLOSE: **November 30, 2026**
LOCATION: **Duckwater, Nevada**

DEFINITION:

The Tribal Administrator Assistant will assist the Tribal Administrator in providing overall direction to the staff, will assist in providing managerial support, will assist in making sure the Tribal Council goals, objectives, and expectations are met, and will assist in making sure the overall Federal Funding process for awards which provide services to the enrolled members is maximized. The Tribal Administrator Assistant will work under the direct supervision of the Tribal Administrator.

DUTIES:

- Performs managerial and supervisory duties of all Tribal Programs in the absence of the Tribal Administrator.
- Responsible for assisting the Tribal Administrator in directing, coordinating, supervising and planning all Tribal Programs and services.
- Will be responsible for assisting the Tribal Administrator with future economic development ventures, development of community and infrastructure projects.
- Will be responsible to oversee and be familiar with the Tribe's finance and budgeting process. Reviews the monthly financial reports to monitor expenditures as required to assure budgetary control, reviews, and prepared budget modifications with the applicable Division Managers and the Tribal Administrator.
- Serves as a liaison between Tribal programs and the Tribal Council.
- Will assist the Tribal Administrator in working with the Tribal Council in the preparation of the comprehensive annual budget and coordinates all program, division, and component budgets for presentation to the Council for consideration and approval.
- Assists in presenting the audit schedule to the Tribal Council for approval, monitors the audit schedule and reports monthly to the Tribal Council on the audit's progress. Assists in coordinating with the Finance Manager on funding agency audit responses. Works with the Finance Manager to ensure timely Annual Audits.
- Will assist the Tribal Administrator between the Tribal Council and funding agencies regarding the compact, grant, and contract matters.

- Assists in negotiating major contracts to be performed by outside firms with Council approval.
- Will work with the Tribal Administrator regarding the Tribal Council situations that require litigation.
- Assists in preparing and recommending for approval to the Tribal Council the annual indirect cost proposal prior to its submission to the Department of Interior, Office of Inspector General and the National Business Center.
- Assists in serving as a liaison between Federal Funding agencies, Tribal programs, Tribal Council and other Tribal or Non-Tribal agencies.
- Will assist the Tribal Administrator in working closely with program Division Managers to ensure a positive working relationship with Federal Funding agencies and Duckwater Community.
- Will be responsible for assisting the Tribal Administrator in seeking additional resources to achieve tribal priorities, goals and objectives.
- Will assist the Tribal Administrator with providing guidance to the Tribal Division Managers in setting and achieving goals and objectives of enhancement of the Tribal Member service.
- Attends Tribal Council meetings, conferences, workshops and other Tribal meetings as required.
- Assists the Tribal Administrator in coordinating with all Program Directors and Division Managers to ensure compliance with administrative decisions.
- Will be required to effectively communicate, address complaints, concerns and/or questions of the Tribal Council, Staff and Duckwater Tribal Membership.
- Provide assistance on policy development, changes and/or enhancements.
- Performs other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree in Business or Public Administration is preferred; OR have 5 years of experience in management and administration; OR any equivalent combination of training and experience.
2. Demonstrated strong supervisory skills with the ability to effectively manage staff and make informed decisions that support smooth administrative operations.
3. Proven leadership and management experience with a minimum of five (5) years in an administrative role.
4. Strong organizational and motivational skills to lead a diverse team successfully.
5. Excellent verbal and written communication skills with experience in administering state and federal contracts and grants, organizational leadership, and policy/program compliance.
6. Ability to develop, review, and manage program budgets effectively.
7. Knowledge of and ability to coordinate with federal, state, and local agencies, including the Bureau of Indian Affairs, Indian Health Service, and legislative bodies.

8. Strong technical skills in budgeting, accounting, grant writing, spreadsheets, and word processing.
9. Experience working with land expansion initiatives, including coordination with state, county, and federal agencies.
10. Knowledge and experience in land agriculture and conservation processes.
11. Proven ability to adhere to and enforce Procurement Policies.
12. 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.
13. Understanding of Indirect and General Fund budgeting and preparation.
14. Must possess a valid driver's license in a good standing and be an insurable candidate to be insured by the Duckwater Shoshone Tribe.
15. Must pass a thorough background check.
16. Must be bondable and have no felony or Criminal misdemeanor convictions.

INDIAN PREFERENCE:

Preference will be given to all qualified Duckwater Shoshone Tribal members first; all other Indian's second and non-Indian's third in accordance with federal requirements.

REFERENCES:

Professional references MUST have both emails and phone numbers. Otherwise, that (those) references will not be used.

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, resume, complete application, driver's license, Tribal Enrollment Card(if applicable). 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: Duckwater Shoshone Tribe – Shalene Mike-Collins, Human Resources Director
511 Duckwater Falls Road
Duckwater, Nevada 89314