



Pueblo de San Ildefonso
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

JOB VACANCY ANNOUNCEMENT
Tribal Administrator

Monday, November 30, 2020

The Administration currently has a Tribal Administrator position available.

Tribal Administrator: Under limited supervision, assists and supports the Governor by providing direction, management, and oversight of all departments, programs and projects of the Administration of the Pueblo de San Ildefonso and its associated grants, contracts, and general funds. Leads strategic planning and policy development to improve management efficiency in line with financial resources. Ability to establish, supervise and monitor compliance with departmental budgets. Provide assistance and direction with both state and federal departmental grants. Supervises all Department Directors. Ensures compliance with applicable regulations and restrictions.

Minimum Qualifications: Bachelor of Arts Science or Business Administration, Management or related field. Five or more years' experience in progressively responsible middle or upper management level work. Or, an Associates of Arts degree in related field and 7 years' experience in progressively responsible middle or upper management level work. Or, an equivalent combination of education and experience. Strong working knowledge of computers including MS Office software. Knowledge of public administration, community development, planning and/or tribal government management is preferred. Demonstrated ability to manage a business for maximum profitability and an organization for maximum performance including fiscal goals and priorities. A demonstrated track record of making sound decisions, managing multiple priorities and ability to effectively communicate both written and verbally. Ability to apply team building and management approaches as necessary. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. Must be insurable under the Pueblo de San Ildefonso vehicle insurance policy. A pre-placement drug test and favorable background investigation is required.

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

APPLICATION: A job description and application are available in the Human Resources office. Submit your resume and an application to the Human Resources office; via e-mail to karquero@sanipueblo.org or fax to 505-455-4149. Call 455-4155 with questions about this position.

DEADLINE FOR APPLYING: Open Until Filled