

NOTICE OF JOB POSTING

The Shawnee Tribe is accepting applications for the position of **Tribal Administrator**. Applicants must possess Bachelor's Degree in Business Administration, Operations Management, Public Relations, or Tribal Management, or directly related field and have five (5) years of Tribal Government experience and eight (8) years in senior or executive leadership, experience may be substituted for Master's Degree.

This position oversees the day to day operations of the Shawnee Tribe. The Tribal Administrator reports directly to the Chief and Tribal Council. Under guidance of the Tribal Council the Administrator is responsible for the effective and efficient administration of overall tribal operations, serves as the principal operating executive for implementation of the Tribal policies and legislative directives including the direct oversight of the Shawnee Tribal employees. Directs and oversees the development of all Tribal programs, plans, and budgets. The Administrator will provide supervisory duties and leadership to the management staff in the performance of their assignments as well as issue directives designed to accomplish the goals and objectives as set by Council. Provides initiative in identifying the need for action by the Shawnee Tribal Council to develop or revise policies and procedures. The Administrator is accountable for achieving Tribal Council goals and objectives of resolutions and laws, and for compliance with policy directions.

Interpersonal Skills: Ability to maintain favorable public relations. Enjoys working with people. Prior experience working with Native Americans. Cultural awareness of and sensitivity to Shawnee traditions, religious beliefs and way of life. Must have a proven history and be able to maintain confidentiality.

This is a full-time position as an employee of the Shawnee Tribe. Reliable transportation is required, as well as liability insurance and a valid driver's license. Applications and a full job description are available at the Shawnee Tribal Office, 29 South Hwy 69A, Miami, Oklahoma. Monday through Friday from 8:00 a.m. to 4:30 p.m.

Applications will be accepted by mail addressed to: Shawnee Tribe Employment Committee, 29 South Hwy 69A, Miami, Oklahoma 74354; or by hand-delivery (same address as above). Deadline for application submission is Friday, February 22, 2019 at 4:00 pm.