

Joseph B. Herrera
Governor



Jeff M. Suina
Lt. Governor

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**INTERNAL/EXTERNAL
JOB ANNOUNCEMENT
ADMIN-2025-006**

POSITION TITLE: Tribal Administrator
FLSA STATUS: Exempt
POSITION TYPE: Regular Full Time
DEPARTMENT: Administration
REPORTS TO: Governors
BACKGROUND LEVEL: Public Trust
SALARY RANGE: \$75K - \$85K
OPENING DATE: January 21, 2025

Position Summary:

Under the direct supervision of the Governors, the Tribal Administrator will be responsible for ensuring strategic plans are up to date by communicating, working with, directing, supporting, and supervising all functions required to operate and maintain Tribal organization activities which include Tribal programs. The incumbent must understand the overall operations of the Tribal entity and know the traditional form of government and Pueblo customs and traditions that include the functions and structure of Pueblo de Cochiti and the Administration. The Tribal Administrator is required to always represent the Pueblo in a professional manner to external agencies, consultants, organizations, and individuals on and off duty always.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Duties & Responsibilities:

- Provides guidance and recommendations to the Governors and Tribal Council on essential Tribal governmental and program issues, and significant events that may or will affect the Pueblo.

- Identifies short-term and long-term goals and objectives for improvement on essential Tribal governmental and program issues and outcomes.
- Monitors existing strategic plans, develop new strategic plans, surveys, and oversees direct activities and plans, organizes, implements, controls, evaluates programs sustainability, and directives of the Governors and Tribal Council.
- Communicates with the Finance Department regularly on financial matters including expenditures and procurement policies.
- Secures additional funding for the continuation and expansion of the Administration.
- Establish and maintains effective communication with the Tribal, County, State, and Federal agencies, legislative bodies, and public and private organizations.
- Ensures compliance with safety regulations to provide a safe working environment for all employees, contractors, and visitors.
- Ensures confidentiality on all matters, investigations, and information about the Pueblo.
- Works closely with the Human Resources Director seeking advice on personnel matters.
- Attendance may be required for training, meetings, conferences, and other events,
- Contributes to a team effort by performing other duties as required or assigned by the Governors and/or Tribal Council.
- Other duties as assigned by the Governors and/or Tribal Council.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of Pueblo de Cochiti.
- Knowledge of applicable regulations and protocols for Tribal, County, State, and Federal laws, Tribal sovereigns, Tribal reservation boundaries, and jurisdictions.
- Knowledge of theories, principles, and practices of administrative management.
- Knowledge of department organizations, functions, and policies and procedures.
- Knowledge of budget preparation, grant writing, and general accounting principles including auditing requirements and procurement policies and procedures.
- Knowledge of application processes of State and Federal grants.
- Ability to carry out Governors and Tribal Council directives.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Ability to maintain a high level of confidentiality.
- Ability to manage people in all fairness and with respect.
- Ability to make effective decisions in emergencies and exercise independent judgment.
- Ability to write technical reports and speak to various groups and governmental agencies.
- Ability to plan, create, and deliver informational presentations based on strategic plans and interpreting.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work independently and meet strict deadlines based on strategic plans.
- Ability to communicate efficiently and effectively both verbally and in writing.

- Skilled in operating various word processing, spreadsheets, and database software programs in a Windows environment.
- Ability to stay informed of pending legislation having a probable impact on operations at the Pueblo while providing recommendations and/or solutions to correct or alleviate the impact.
- Skilled in preparing, reviewing, and analyzing financial reports.

Minimum Qualifications:

A Tribal member with a bachelor's degree in public/business administration or related field plus seven years of work experience in Tribal government including five years of supervisory experience; or an equivalent combination of education and experience. Must possess and maintain a valid Driver's License and be insurable through the Tribe's insurance carrier. This position requires a pre-employment drug screening and criminal background check that includes Tribal, State, and Federal inquiries.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand, walk, sit, have manual dexterity, talking to individuals and groups in confidence. The employee is required to work with a computer and/or laptop, communicate verbally and in writing, and work outdoors. The employee must be able to lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting but may be required to work outdoors with a moderate noise level and a moderate to high-stress level. There is frequent interaction with the public and employees. Travel may be required for training, meetings, and conferences, other events, and must be able to work with various schedules and extended work hours.

CLOSING DATE: Open Until Filled

TO APPLY:

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquires, contact (505) 584-3564.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members