

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

JOB DESCRIPTION

TITLE: ANA Grant Manager Manager
DEPARTMENT: Executive
SALARY: G14 – 16/ S1, \$26.67 - \$33.46 AFTER SUCCESSFUL 90 DAY PROBATIONARY PERIOD
OPENS: August 23, 2021
CLOSES: September 3, 2021
CAREER STATUS: EXEMPT – CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE

This is an administrative position with the authority to assist the Executive Director (“ED”) to manage and be responsible for the effective development, implementation, administration, and improvement of the Shoshone-Bannock Tribal government operations. Serves as a project manager for government capacity building, ensuring efficiency of operations, effective administration, and quality service delivery.

Assists the ED in the efficient and effective management of the Tribes’ fiscal, material, and human resources to advance and sustain Tribal goals, objectives, and compliance. Performs a wide range of difficult to complex management system processes related to accounting, finance, contracting, property, personnel, and discretionary activities that support effective Tribal government operations.

SUPERVISION

The ANA Grant Manager (“Manager”) works under the direct supervision of the ED. Supervision and performance evaluations for the Manager are performed by the ED; however, Manager work responsibilities are performed with considerable latitude for independent judgment and action for Tribal government capacity building, upholding Tribal ethics, and compliance with applicable laws and regulations.

DUTIES AND RESPONSIBILITIES

1. **ADMINISTRATIVE FUNCTIONS:** Responsible for assisting the ED ensure that all Tribal departments and programs are properly, effectively, and efficiently administered.

ANA GRANT MANAGER

- a. Assists the ED with evaluating the effectiveness of Tribal programs and departments via performance measure systems.
 - b. Assists the ED when the ED takes corrective action after fiscal, contracting, personnel, or other administrative problems are identified and assists with monitoring compliance with corrective action plans.
 - c. Duties and responsibilities will include other related activities needed to carry out the position functions.
 - d. Must project a professional attitude and appearance at all times in the performance of job duties. Must conduct themselves, both on an off duty, in a manner that brings credit to the Tribes.
2. **ENFORCEMENT AND COMPLIANCE FUNCTIONS:** Assists the ED in ensuring Tribal Policies are followed by Tribal Programs and are properly, effectively and efficiently administered.
 - a. Coordinates with the management system Directors to recommend and implement Tribal government policy, procedure, and process improvements for government capacity building.
 - b. Assists the ED to enforce Tribal government policies.
3. **ADVISORY AND COORDINATION FUNCTIONS:** Advises and assists the ED with planning, recommending, implementing, monitoring, and improving administrative policies, processes, and procedures, and directing the activities of the Tribes' personnel and resources for government capacity building.
 - a. Assists the ED to conduct regularly-scheduled supervisor meetings for reports on the status of Tribal governmental programs and departments.
 - b. Interfaces with the Fort Hall Business Council, Federal and State agencies, and Tribal management system personnel to ensure programs and departments are managed in compliance with applicable regulations and policies, processes, and procedures governing personnel, finance, contracting, administration, records, facilities, property, and other Tribal government functions.
4. **INFORMATION AND RESEARCH FUNCTIONS:** Assists the ED with collection of information necessary to enforce and maintain Tribal Policy, Regulations, and Compliance.
 - a. Consults with internal customers to define business needs, assist in developing project proposals, and evaluate resulting outcomes.
 - b. Defines project requirements by identifying project milestones, phases, and activities; forming project teams; and establishing a project budget.
 - c. Monitors project progress by tracking activity, resolving problems, publishing progress reports, and recommending actions.
 - d. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing professional networks, benchmarking state-of-the-art practices, and participating in professional societies.
5. **TRIBAL MANAGEMENT SYSTEM COMPLIANCE:** Interfaces with grant agencies and Tribal Management System personnel to ensure programs and departments are managed in compliance with applicable regulations and Tribal Management System policies and operating procedures governing Personnel, Finance, Contracting, Administration, Records, Facilities,

ANA GRANT MANAGER

Information Technology, and Property. Shall take corrective action when fiscal, contracting, personnel, or other Tribal Management System administrative problems are identified.

6. **CONFIDENTIALITY: MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION, INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.
7. **OTHER DUTIES AS ASSIGNED:** Duties and responsibilities shall include other related activities as needed to carry out the position functions.
8. **PERFORMANCE STANDARDS AND COMPETENCIES INCLUDE, BUT ARE NOT LIMITED TO:**
 - a. Ability to communicate clearly and concisely, both orally and in writing,
 - b. Establishes and maintains effective working relationships with job contacts.
 - c. Quality of project planning and oversight.
 - d. Projecting a professional attitude and appearance.
 - e. Responsible for practicing safe work habits in the performance of the job.
 - f. General Management: leadership, problem solving, interpersonal relations, fiscal management, human resource management, and team building.
 - g. Must be able to adapt quickly to change(s), be a self-starter, and be able to work with little or no supervision.
 - h. Responsible for modeling high standard of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes; and, are required as condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal government.
 - i. Motivates Tribal personnel and staff toward future goals.
 - j. Monitors and evaluates program performance, effectiveness, and policy implementation.

QUALIFICATIONS:

(G14): An Associate's degree from an accredited college or university in a relevant field [i.e. paralegal or legal assistant] or at least 2 years of college or university classwork with at least a 2.0 GPA on a 4.0 GPA scale **and** a minimum of ten years of progressive experience, of which at least five years must have been in a supervisory capacity.

OR

(G15): A Bachelor's degree from an accredited college or university in a relevant field **and** a minimum of eight years of progressive experience, of which at least four must have been in a supervisory capacity.

OR

(G16): A Master's or Doctorate degree from an accredited college or university in a relevant field **and** a minimum of five years of progressive experience, of which at least three must have been in a supervisory capacity.

ANA GRANT MANAGER

Official college transcripts must accompany application.

Minimum Qualifications:

The successful applicant will possess demonstrated success with Native American organizations or Tribal governmental operations.

Applicants must demonstrate knowledge of management principles and practices in at least three of the following administrative functions: accounting, finance, personnel, property, or contracting.

Must have knowledge of managing federal contracts and grants and have working knowledge of the Indian Self Determination Act, as amended, P.L. 93-638, BIA, and Indian Health Service contracting requirements.

Ability to plan and direct complex work projects. Ability to develop, present, and successfully implement long-range plans and budgets.

Must be able to identify and resolve administrative problems.

Must have working knowledge of current Federal Laws, regulations, legislation, economic trends, and developments within the areas of responsibility.

Must demonstrate an ability to interpret and apply laws, regulations, resolutions, and policies. Furthermore, shall know when to consult with Tribal legal counsel for assistance.

Employment history must indicate creditability and dependability, as well as strong organizational capabilities.

Must be a self-starter and be able to complete tasks in a timely manner. Must possess ability to work independently with little or no supervision.

Must possess excellent verbal and written communication skills and an ability to understand and execute a variety of complex written and oral instructions.

Must be able to adapt quickly to change and work in a fast-paced work environment.

Must submit to pre-employment background check and the results will be used to determine suitability for employment with the Shoshone-Bannock Tribes.

Never have had a felony conviction; for the purposes of this position, a withheld judgement shall constitute a conviction.

Not have received any misdemeanor convictions within the twelve months immediately prior to date of application.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications require a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college listing degree earned and other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To Verify Indian Preference Shoshone-Bannock Tribal Member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-Employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hire and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on new employees to ensure suitability for the position applied to.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes. Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5:00 P.M.** on the closing date.