

# 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:** ICA/ISA Administrator  
**DEPARTMENT:** FINANCE  
**SALARY:** \$16.76 - \$20.25 G9-G11/ S1-S3  
**OPENS:** November 7, 2022  
**CLOSES:** UNTIL FILLED  
**CAREER STATUS:** NON-Exempt - **CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION AND BUDGET APPROPRIATIONS**

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**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.**

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## GENERAL STATEMENT

This position will demonstrate a strong attention to detail along with the ability to discover potential risks in preparing, examining, analyzing, negotiating, and revising Independent Contract Agreements that involve the purchase or sale of goods or services such as equipment, materials, supplies or products on behalf of the Tribes. The administrator will analyze contracts with an eye toward reducing costs and increasing profits, while ensuring compliance with all applicable laws Tribal wide.

## SUPERVISION

This position is supervised and evaluated by the Chief Financial Officer.

## DUTIES AND RESPONSIBILITIES

Revise and update ICA policies and procedures

Negotiate contract terms with internal and external business partners

Working closely with departments to define scope of work and deliverables

Working closely with departments to establish specifications, terms and conditions of the contract

Be responsible for tracking periods of the contract and payment terms established with the contract

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Stay up-to-date with legislative changes and coordinate with the legal department as needed

Maintain organized system of physical and digital record

Create language standards for existing and new contracts

Provide trainings on Independent Contract, RFP, RFB, RFQ on a quarterly basis

Work directly with TERO to follow regulations and compliance

Work on special projects (large or small) for the Tribal department programs; additional temporary help might added under the supervision of this position

As a member of the Finance Department team, this position performs individually or as a team member and is expected to assist with general department functions as needed to meet the goals and objectives of the department.

Must have a good understanding of Tribal Procurement Policy and Purchasing rules and regulations.

Must maintain strict confidentiality of all information processed through the department including records, reports, documents, conversations, etc. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Conducts self with a professional mannerism that will bring credit to the Tribal Government and Finance Department.

Performance competency standards shall include, but not limited to:

- Ability to maintain dependable attendance, reliability and productivity
- Knowledge of Tribal organization and federal government structures
- In-depth understanding of Tribal/Department/Legal procedures and policies
- Ability to promote positive public relations and to provide quality customer service
- Excellent written and oral communication skills
- Ability to research, evaluate and analyze technical information, federal regulations and other administrative resources
- Strong organizational and planning skills in a diverse environment
- Ability to organize, pan and coordinate proposals and references, and to organize and prioritize requests to meet the work demands and deadlines
- Ability to work independently, with little supervision.

Duties and responsibilities will include other activities and areas as needed to carry out department functions.

The Finance Department implements continuous quality improvement practices. Professional development is encouraged through a combination of work experience, self-study, formal training and education. Career advancement is possible when advanced human resource proficiencies are acquired and result in significant service delivery improvements.

## **QUALIFICATIONS**

**GRADE 9:** Tribal member with high school diploma or GED.

**GRADE10:** Tribal member with high school diploma or GED AND at least two years related field experience.

**GRADE 11:** Associates Degree with at least four years related field experience.

Must demonstrate analytical mind, attention to detail and problem-solving skills

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Must possess excellent organizational and multitasking abilities

Some supervisory experience is required

Must be competent in computer technologies and applications i.e. Word processing, Excel spreadsheets, database, internet and email.

Employment history must prove creditability and dependability

Past employment must demonstrate exceptional organizational capabilities

Applicants with knowledge of the Privacy and Freedom of Information Act and other laws applicable to the position are preferred.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans preference will apply in compliance with the Shoshone-Bannock Tribal Personnel Policies and Procedures Manual.

### **IMPORTANT APPLICATION CRITERIA**

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

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

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

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

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