CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
(406) 675-2700
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Director of Administration

LOCATION: Tribal Administration Office – Pablo, MT

SALARY: $74.92 - $86.11 per hour, plus benefits - May be employed under contract

CLOSING DATE: Monday, November 16, 2026 at 5:30 p.m. (MST)

GENERAL DESCRIPTION OF WORK:

The Director of Administration is an upper-level management position appointed by the Tribal Council to oversee administrative infrastructure services on behalf of the organization. The Director oversees the following divisions and departments: Personnel; Information Technology; Facilities and Maintenance; and Communications. Under the broad policy guidance of the Tribal Council and direction of the Tribal Chairperson, the Director functions as a member of the Council's management team to provide expert guidance, discussion, and recommendations on a variety of issues, topics, initiatives, programs, and services within the Tribal organization. The Director supervises professional, technical, administrative, and clerical employees assigned to the Office.

As an exempt management official, the Director is responsible for the Office's performance, productivity, results, and outcomes. The nature of the work often requires 40+ hour workweeks including evenings, weekends, and holidays as required to meet deadlines for assigned work.

The Director participates with other key administrative employees to carry out activities related to strategic planning, budget development, organization design, and analysis of programs. Participates as a member of Council's management team and other workgroups as directed.

Duties include but are not limited to:

Financial Strategic Planning

- Works with departments to ensure budgets are developed and expended in alignment with overall CSKT goals
- Work as part of a cooperative budget team
- Participates in organizational strategic planning as all strive for cost effectiveness and appropriate services are delivered to meet the needs of the Tribal membership

Aligning Division Goals with CSKT Priorities

- Ensures the incorporation of established Tribal Council goals and priorities into team priorities and objectives
- Provides information and recommendations to the Tribal Council as requested and performs any duties or tasks assigned by the Tribal Council
- Work cooperatively as part of Council's Management Team providing leadership input
- Assists in the establishment of programmatic training plans to meet projected workforce development needs as part of organizational strategic planning

Administrative Office Supervision

- Strives for consistent performance in areas supervised
- Develops and implements policies for Administrative Office employees including professional standards of appearance, conduct, communication, and work schedules
- Oversees CSKT organization-wide administrative infrastructure functions including Personnel, Information Technology, Facilities and Maintenance, and Communications
- Ensures a high-level of customer service is provided for all interactions (internal and external) within supervised departments and programs
- Perform a periodic review process, that includes annual performance evaluations, for all supervised departments and programs. This will include establishing outcome-based milestones and objectives which align with established Tribal Council priorities, goals, and objectives
- Oversees the development, preparation, and necessary updates of manuals, handbooks, guidelines, regulations, rules and other reference materials concerning the Administrative Office's functions, services, and activities

External and Internal Relationships

- Carries forward organizational administrative concerns to the Council and its Management Team ensuring that Tribal departmental and program obligations are considered
- Functions as the lead on the Administrative Office's consultation and collaboration with other areas of the organization, other public and private entities, and the general public in order to achieve comprehensive and effective outcomes
- Participate in periodic reviews, audits, and other evaluations of the CSKT government by internal and external parties as required to ensure compliance with all applicable laws, regulations, and other authoritative guidance applicable to the organization.

Performs any other duties as requested or assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Bachelor's degree in business administration, public administration, or related field from an accredited university.
- Ten (10) years of management experience in an administrative/management related function. (Experience must include full responsibility in supervision of technical or higher-level employees; full responsibility in work planning, productivity, and reporting of outcomes; and full responsibility for developing budgets for programs, projects, and activities)
- Valid driver's license

Preferred Qualifications

- Master's degree in business administration, public administration, or related field from an accredited university.
- Ten (10) years of management experience in an administrative/management related function for a tribal government or similar organization.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensures
3. Copy of valid driver's license.
4. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Michael Dolson, Tribal Chairman (406) 675-2700 Ext. #1208