



CONFEDERATED TRIBES  
of the  
GOSHUTE RESERVATION  
HC 61, Box 6104  
Ibapah, Utah 84034  
(833) 228-6502 or 435-234-1138 (office)

## POSITION ANNOUNCEMENT

**Opening Date:** August 3, 2021

**Closing Date:** Until Filled

**Position:** TRIBAL ADMINISTRATOR (Full-time)

**Location:** Confederated Tribes of the Goshute Reservation  
Tribal Headquarters  
Ibapah, UT

**Salary:** DOE

**Introduction:** The Tribal Administrator will work under the direct supervision of the Confederated Tribes of the Goshute Reservation (CTGR or Tribe) Business Council supervising CTGR staff. In addition, there are other grants, trust assets, and programs that will also require general administrative supervision.

**Specific Duties and Responsibilities:** The duties will include:

1. General supervision over all CTGR Tribal staff.
2. Administration of all CTGR Tribal programs.
3. Responsible for developing and updating CTGR Tribal Policies and Procedures.
4. Utilizing sound judgment.
5. Ensuring compliance with federal and other contract guidelines.
6. Must have knowledge and experience in budgeting, planning and accounting.
7. Preparing and submitting quality and timely reports required by Federal and other agencies.
8. Updating and advising the CTGR Business Council on all administrative matters.
9. Must be capable and willing to work with all CTGR Tribal program staff, CTGR Tribal members, non-member community, Federal Government, State Agencies and other Native American organizations.
10. Must be knowledgeable in contract/grant negotiations, compliance guidelines and funding procedures.
11. Must be willing to receive additional training.

## TRIBAL ADMINISTRATOR JOB QUALIFICATIONS

The following is a list of job qualifications for the Tribal Administrator:

1. Must have a Bachelors's Degree, preferably in the field of Business Administration, Public Administration, or equivalent experience.
2. Must have a strong capability and willingness to work effectively with others.
3. **Will be subject to an intensive background check.**
4. Must possess a Valid State Driver's License and own a personal vehicle.
5. Indian Preference:
  - a. First preference – **Qualified** Goshute enrolled Tribal member.
  - b. Second preference – **Qualified** member of a federally recognized Indian Tribe.
  - c. Third preference – Other **qualified** non-tribal member applicants.
6. Miscellaneous: Preferably willing to relocate to Ibapah, Utah. Housing available for rent through application with the Goshute Housing Authority at:  
Goshute Housing Authority  
HC 61 Box 6035  
Ibapah, UT 84034  
GHA telephone number: **(435) 234-1174** Fax number: **(435) 234-1213**

## CONTACT INFORMATION

Employment applications may be obtained at the CTGR Tribal Administration Headquarters at:

Confederated Tribes of the Goshute Reservation  
Attn: CTGR Business Council Secretary  
HC 61 Box 6104  
Ibapah, UT 84034  
Telephone number: **(833) 228-6502** or **(435) 234-1138**  
Email: [edbded@yahoo.com](mailto:edbded@yahoo.com) or [phyllis.naranjo@ctgr.us](mailto:phyllis.naranjo@ctgr.us)

Applications and/or Resume may be emailed and/or mailed to the attention of the CTGR Business Council Secretary. Any questions or concerns should be addressed to CTGR Chairman Rupert Steele at (435) 234-1138 or at [rupert.steele@ctgr.us](mailto:rupert.steele@ctgr.us).