



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Tribal Administrator
DEPARTMENT: Eastern Shoshone Tribe SBC Secretaries
SUPERVISION: Eastern Shoshone Business Council
SALARY: \$85,000.00-\$93,000.00
STATUS: Permanent Full-Time
OPENING DATE: July 1, 2026 **CLOSING DATE:** July 15, 2026

POSITION SUMMARY:

Plans for and administers programs that provide services to and are overseen by the Eastern Shoshone Tribe. Maintains accordance with the Tribe's stated purpose and in such a manner that optimum results are achieved in relation to the purposes and goals of the Tribe. Thoroughly understands the Tribe's stated goals, values, and vision and facilitates management of programs to achieve these.

DUTIES AND RESPONSIBILITIES

- Program planning and development. Recommends and provides input on new programs and initiatives for tribal programs. Compiles information and reports to the Eastern Shoshone Business Council regarding tribal programs. Interprets the effectiveness of tribal departments through direct involvement with the community.
- General administration of Shoshone Business Council business. Completes procedures on behalf of the SBC to execute actions agreed upon and ordered by the SBC.
- Financial advising and assessment for tribal programs. Maintains compliance efforts in grant and contract financial operations of the tribe.
- Personnel management of employees of the tribe. Recommends and ensures compliance with employee and financial policies and procedures. Mentors and develops skills of program directors in the performance of their duties. Responsible for the succession planning of all departments under the Eastern Shoshone Tribe
- Advises on and sometimes represents issues of public relations on behalf of the SBC.

- Serves as a professional advisor to the Shoshone Business Council. Interpret the needs of programs and the community and presents professional recommendations on all problems and issues considered by the SBC.
- Protects the Eastern Shoshone Tribe and its employees from legal or regulatory threats and constraints.
- Responsible for keeping an agenda accessible by the SBC and SBC Secretaries Office to present informational materials and take part in meetings.
- Maintains confidentiality and integrity in the position.
- Performs other job duties as assigned by the Eastern Shoshone Business Council.

Performances standard and evaluation factors:

- Shoshone Tribes Employee Performance Evaluation after 90-day probation period
- Shoshone Tribes Employee Performance Evaluation on a yearly basis
- This position is subject to Shoshone Tribes Personnel Policies and Procedures Manual for Employees.
- This position reports directly to and is supervised by the Shoshone Business Council.

QUALIFICATIONS:

Minimum qualifications:

- a. Seven to ten years of supervisory and management experience.
- b. Five or more years of experience in working in Tribal government or for the Eastern Shoshone Tribe.
- c. Five or more years in a position overseeing grants and contracts. Preferred experience in reporting and management

Preferred qualifications:

- a. Due to the Tribal public service nature of this job applicants enrolled in the Eastern Shoshone Tribe will be given priority in consideration.
- b. Advanced degree in Business Management, Public Administration, American Indian Studies, or a related field.

SPECIAL REQUIREMENTS:

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 dismissal from employment.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening and background check prior to being hired or appointed.

Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

I have read and understand the duties and responsibilities of my position. By signing I am in agreement to the requirements and will abide by the stipulations in the job description and the Policy and Procedures Manual.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume” for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to lmorgan@easternshoshone.org until 4:45 PM on the closing date.
 - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.