

Burns Paiute Tribe
Deputy General Manager

Job Title: Deputy General Manager
Department: Administration
Reports to: General Manager
FLSA Status: Full Time-Exempt
Opens: April 1, 2026
Closes: Until filled
Salary: GS 9/10

POSITION SUMMARY

The Deputy General Manager & Compliance Officer is a dual-role executive position responsible for supporting the General Manager in the administration and oversight of all Tribal government operations while ensuring compliance with Tribal, federal, and state regulations. This position is central to strengthening Tribal sovereignty, protecting Tribal resources, ensuring regulatory integrity, and supporting the efficient and effective functioning of Tribal programs.

The incumbent provides high-level administrative leadership, supervises program operations, advances organizational goals, monitors compliance across all departments, coordinates intergovernmental relations, and upholds the highest standards of accountability and ethics.

DUTIES & RESPONSIBILITIES

1. Tribal Administration & Executive Leadership

Assist the General Manager in supervising, coordinating, and directing the activities of Tribal departments and programs.

Act on behalf of the General Manager during absences, providing executive oversight and ensuring continuity of operations.

Provide administrative leadership for long-range planning, departmental alignment, program development, and implementation of Tribal strategic goals.

Collaborate with department heads to establish annual and long-range goals, objectives, policies, and work plans, monitor implementation.

Assist in conducting Director meetings, providing operational guidance and performance oversight.

Maintain professional, courteous communication with Tribal members and staff, ensuring positive government-to-community relations.

Prepare written and oral reports to the General Manager and Tribal Council, summarizing program progress and key administrative activities.

2. Compliance & Regulatory Oversight

Monitor compliance with the Tribal Constitution, Tribal Council resolutions, 25 CFR, 2 CFR Part 200, the Single Audit Act, GASB, and GAAP.

Ensure adherence to Tribal Financial Policies, Procurement Policies, and all grant/contract requirements.

Conduct internal reviews, audits, and risk assessments related to financial management, procurement, payroll, and program operations.

Identify and report instances of fraud, waste, or abuse, recommending corrective action to the General Manager and Tribal Council.

Maintain accurate records and ensure confidential handling of all compliance matters.

Provide ongoing compliance training for Tribal staff on ethics, procurement, financial controls, reporting, and grant requirements.

3. Fiscal Management & Budget Oversight

Assist in the development, control, and administration of the annual Tribal budget, including long-range capital improvement planning.

Review and approve major expenditures, purchases, and procurement processes to ensure regulatory compliance and efficient resource use.

Collaborate with the Grants/Contracts Administrator and Finance Department to ensure financial reporting accuracy and grant compliance.

Contribute to development and administration of multi-million-dollar budgets and support financial planning aligned with Tribal strategic goals.

4. Supervisory & Personnel Management

Assist in supervising department directors, managers, coordinators, and staff as assigned.

Support the General Manager in personnel management functions, including hiring recommendations, evaluations, corrective actions, and performance monitoring.

Foster strong teams and a positive organizational culture grounded in Tribal values and service to Tribal members. [sauk-suiattle.com]

Work with HR and relevant programs to ensure appropriate staff development, training, and organizational capacity building.

5. Grant, Contract, & Program Oversight

Oversee program reporting and ensure departmental deadlines are met.

Assist with grant management strategies and coordinate with directors on grant-funded activity progress.

Review and assist with drafting RFPs, consultant contracts, and project scopes as needed.

Support continuous program improvement by analyzing data, evaluating needs, and implementing operational enhancements.

6. Intergovernmental, Community, & External Relations

Coordinate with federal, state, local, and Tribal agencies to strengthen intergovernmental partnerships.

Represent the Tribe professionally at meetings, conferences, consultations, and interagency initiatives.

Provide advice and administrative support to the Tribal Council when attending meetings or preparing reports on governance matters.

7. Risk Management & Internal Controls

Serve as or support the Tribal Risk Assessment Manager to ensure risk mitigation practices are implemented across departments.

Ensure safety, internal controls, and governance standards are followed consistently across Tribal operations.

Participate in evaluating safety programs, hazard correction, and accountability systems.

QUALIFICATIONS

Education & Experience

Bachelor's degree required in Business Administration, Public Administration, Accounting, Finance, Management, or related field; Master's preferred.

Minimum 3 years compliance, auditing, or financial oversight experience, preferably in Tribal government.

At least 5–10 years administrative or management experience in Tribal or governmental operations preferred.

Demonstrated knowledge of Tribal sovereignty, federal Indian law, self-governance, and Tribal governance structures.

Knowledge, Skills & Abilities

Strong understanding of financial management, procurement, grant administration, and regulatory compliance.

Ability to manage multiple complex projects, meet deadlines, and exercise sound independent judgment.

Strong communication, leadership, conflict resolution, and analytical skills.

Ability to maintain confidentiality and adhere to high ethical standards.

Skilled in building collaborative relationships across diverse Tribal programs

WORKING CONDITIONS

Office environment with some travel required for trainings, audits, or compliance reviews. Occasional evening or weekend work may be required for Tribal meetings or compliance deadlines.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

Must submit to and pass a drug test.

Must submit criminal background check

Must possess a valid driver's license

Must provide three (3) years of driving record to determine eligibility for coverage under Tribal automobile insurance policy.

HOW TO APPLY:

Return completed **Burns Paiute Tribe Application, cover letter, resume, and education transcripts** to:

Burns Paiute Tribe
HR@burnspaiute-nsn.gov

Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5 pm, or request one via email: hr@burnspaiute-nsn.gov
You may also download an application here: [BPT Application](#)