

Burns Paiute Tribe

General Manager

Job Title: General Manager
Department: Burns Paiute Tribal Council
Reports to: Burns Paiute Tribal Council
FLSA Status: Full time/permanent (+ benefits after probationary period)
Opens: September 23, 2026
Closes: Open until filled
Salary: GS 14-15 + (DOQ) + Bonus Pay

POSITION SUMMARY

The General Manager (GM) oversees and is responsible for, the administrative operations of the Burns Paiute Tribe (BPT) in accordance with Tribal policy, laws, and goals of the Burns Paiute Tribal Council. The GM is responsible for the overall planning, organization, and evaluation of administrative programs and services of the Burns Paiute Tribe (BPT). The General Manager is required to perform a variety of complex management and administrative functions. The GM reports to and is supervised by the Tribal Council. The GM is responsible for the implementation of the Tribal Council's legislation, budget and programmatic priorities. Furthermore, the GM ensures the organization's structure (table of organization) properly aligns with these goals, strategies, and objectives. Finally, the GM ensures that the staff is competent and receives any-and-all necessary training required to effectively do the work required by their jobs. It is the GM's responsibility to maintain the highest service level possible within the staffing and financial limits of the BPT.

DUTIES and RESPONSIBILITIES

1. Ability to promote the Burns Paiute Tribe's mission, vision, values, goals, and objectives to establish unity amongst staff.
2. Attend Tribal Council meetings to assist Burns Paiute Tribal Council in acting on legislation, budget, grant and policy matters that come before the Council for approval.
3. Successfully implement directives and policies of the Tribal Council. When requested, assist the Tribal Council strategic planning and ensure development and updating of a five-year strategic plan for the BPT.
4. Coordinate with directors the development, understanding, support, updating, and evaluation of annual tribal goals, strategies, and objectives based on the Council-approved BPT Strategic Plan.
5. Review documents drafted by departments for Council approval. Provide regular written reports to the Tribal Council and maintain effective and efficient communication with the Tribal Council.
6. Ensure staff are trained and competent to effectively operate programs efficiently and effectively and that goals/objectives are met on an annual basis.
7. Knowledge and understanding of the meaning and significance of Indian Treaties, federal Trust responsibilities, Tribal-state relations, Tribal Self-Determination and sovereignty with the ability to work harmoniously with the Burns Paiute Tribal community and workforce.
8. Continuously evaluate Tribal policies, regulations, and procedures. Propose and make any needed changes after gaining Council approval as appropriate.
9. Ensure preparation and gain approval for an annual Tribal budgetary process and budget sufficient to pursue and meet Tribal goals, strategies, and objectives, including making any needed changes in and/or complying with associated policies, regulations, and procedures.
10. Provide oversight and general supervision to all departments by working collaboratively with 2nd level managers to prepare and implement operational and program budgets plans.
11. Monitor compliance with all applicable Tribal and federal policies, regulations, and procedures. Take corrective action as may be necessary and appropriate.
12. Assist staff in identifying and pursuing funding resources for Tribal programs and services, including capital projects and enterprises that align with the strategic direction of the BPT.
13. Oversee and provide guidance for the preparation, submission, negotiation, implementation, and monitoring of grants, contracts, and cooperative agreements between the BPT and other entities. Ensure that all

grants, contracts, and cooperative agreements are managed in compliance with applicable Tribal and federal policies, regulations, and procedures.

14. Oversee the planning, development, and completion of all capital projects, including land acquisition.
15. Oversee and provide guidance in managing employee performance and other personnel matters in accordance with the Employee Policy Manual, Tribal Governance Law, the Constitution of the BPT, and other applicable Tribal and federal laws, regulations, and guidelines.
16. Organize and hold regular work sessions to inform and keep Council members up to date on Tribal strategic issues, goals, achievements, the status of projects, and other information needed to help ensure the quality of their deliberations and effectiveness of their decisions.
17. Ensure provision of needed support services to the General Council and Tribal Council, including any Council-appointed committees.
18. In coordination with the Tribal Council, help ensure and support the development of appropriate and needed relationships with other tribes, government agencies, and organizational entities.
19. In conjunction with the coordination with the Tribal Council, serve as an official spokesperson (point-of-contact) to the media regarding Tribal plans, events, issues, etc. Ensure that any staff authorized to have media contact are adequately informed about the topic to be addressed and can communicate effectively.
20. Perform other duties as may be prescribed by the Tribal Council.

SUPERVISORY CONTROLS:

The Tribal Council outlines overall Tribal objectives in accordance with applicable Tribal and federal law, and the implementation of those Tribal objectives is a primary function of the GM. Subject to the Tribal budget and terms and conditions associated with the funding sources for Tribal programs the GM selects techniques, methods, and procedures for accomplishing Tribal objectives, keeping the Tribal Council informed on the progress made and challenges encountered in achieving Tribal objectives.

The General Manager shall provide informed analysis, recommendations, and suggestions to the Tribal Council regarding the attainment of Tribal program management and objectives.

REQUIRED QUALIFICATIONS AND EDUCATION

- Bachelor's degree in public administration, business administration, or related field, REQUIRED plus ten (10) or more years of successful administrative/management work experience managing at least 50 employees (tribal preferred), including strategic planning, policy analysis, organization change, budget development and financial management, performance management system development, public relations and Tribal Council relations.
- Demonstrated professional knowledge of current organizational development and management principles and techniques.
- Ability to guide the Tribal Council in identifying governance issues and opportunities and propose alternative solutions/options for policy and other decisions.
- Demonstrated skill in grant writing/management and contract development/management.
- Successful experience in capital project planning, funding, and development.
- Demonstrated budgeting experience with multi-million-dollar budgets.
- Possess a clear understanding of the importance of tribal natural/cultural resource preservation and methods to achieve it.
- Strong oral and written communication skills, with the ability to effectively communicate with staff, tribal members, federal, state, and local governmental officials, the media, and general public.
- Demonstrated understanding of the principles of federal Indian law, including tribal sovereignty, federal trust responsibility, tribal-state relations, tribal self-determination, and tribal history.

OTHER QUALIFICATIONS:

- Must submit to and pass a drug test.
- Must submit to a 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.

The position includes:

- 401(k)
- 401(k) 3% matching
- Flextime
- Paid time off
- **Paid 100% Medical, Dental, Vision, and Life Insurance for employees only.**
- *Bonus Pay in conjunction based on performance.*
- Relocation assistance up to \$2000

DISCLAIMER:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

INDIAN PREFERENCE:

Indian preference will be given to candidate showing proof of enrollment in a federally recognized tribe. In the absence of qualified Indian applicants, all applicants not entitled to or who fail to claim Indian Preference will receive consideration without regard to race, color, creed, sex, age, religion, or national origin.

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](#)