

Job Description
Alabama Indian Affairs Commission
Executive Director
Job Opening

Start Date: January 1, 2024

Send Resume to: AL Indian Affairs Commission
771 South Lawrence Street, Suite 106
Montgomery, AL 36104

Salary:	\$50,000
Insurance:	11,724
Retirement	8,000
FICA	3,825

Annual and Sick Leave
12 Paid Holidays

Total Package	\$73,549
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Requirements:

Master's Degree and a minimum of 4 years Administrative and Supervisory Experience

Or

Bachelor's Degree and a minimum of 7 years Administrative and Supervisory Experience

Or

High School Diploma and a minimum of 12 years Administrative and Supervisory Experience

Or

Retired State Employee with a minimum of 10 years Administrative and Supervisory Experience

(Salary under Retired Employees not more than \$30,000 per year, Insurance \$180 per month. Must not work more than 31 hours per week).

HELPFUL: Experience in working with American Indian Tribes

Appointing Authority: Alabama Indian Affairs Commission Board

Job Duties and Responsibilities:

Chief Financial Officer

Prepare all financial reports and requirements as needed in State Government.

1. Annual Budget

2. Annual Operations Plan
3. Quarterly Performance Reports
4. Annual Financial Statements
5. Annual Encumbrances
6. Manage Federal Grant Dollars
7. Manage Alabama Indian Scholarship Program
8. Prepare any financial forms as required by State law

Personnel Manager

1. Annual Staff Evaluations
2. Forms necessary for hiring
3. Leave Reports
4. Supervising and managing agency employees

Legislative Lobbyist

1. Check legislation that will affect the Commission
2. Prepare legislation to aid the Commission
3. Work with the Legislature on annual budget

Property Manager

1. Maintain Property Inventory for State Auditor
2. Disposal of Property

Records Retention

1. Maintain and dispose of Agency records in accordance with Departmental procedures as set forth with the Department of Archives and History.
2. Preparation and distribution of an Annual Report for the Agency.

Secretary to the Commission Board Meetings including:

- Notification to Board Members and the Secretary of State
- Preparing Board Minutes and Board Agendas
- Prepare a report to distribute information to the Board

Tribal Liaison

Work with the Recognized Tribal Governments as requested by the Tribes.

Other Responsibilities as designated by the Board or necessitated by law.