



Position Fact Sheet

United Auburn Indian Community Tribal Administrator

Auburn, CA

May 25, 2022



Celebrating over 43 years of excellence

This Position Fact Sheet is intended to provide information about the United Auburn Indian Community (UAIC) and the position of Tribal Administrator. It is designed to assist qualified individuals in assessing their interest.



ORGANIZATION OVERVIEW

The United Auburn Indian Community (UAIC) is a federally recognized Indian Tribe of Miwok and Maidu Indians indigenous to the Sierra Foothills region. The historic Auburn Rancheria is located near Auburn, California in Placer County.

The membership of UAIC is approximately 260 adult Tribal members. Under the Tribe's federally approved Constitution, the governing body is the Tribal Council, elected by the membership consisting of a chairperson, vice-chairperson, treasurer, secretary, and a council member at large. The Tribe's federal recognition was terminated in the 1950's as part of an unsuccessful federal pilot program designed to assimilate Indians. The Tribe's federal recognition was restored by an Act of Congress in 1994: the Auburn Indian Restoration Act. There are three primary operational areas of the Tribe: the Tribal Government, Thunder Valley Casino and Resort, and the UAIC Development Corporation, chartered by the Tribe.

The tribal Government's administrative head is the Tribal Administrator, who reports to the Tribal Council. The Tribal Administrator's job is to continually assess government and member needs, plan the services to meet those needs, and ensure that exceptional, caring, and respectful service is provided to the members. The Tribal Administrator also supports important committees of the Tribe which include Education, Community Giving, Enrollment, Finance, Election, and Preservation. The Preservation Committee oversees the UAIC Tribal Historic Preservation Department, which identifies, preserves, and protects Miwok and Maidu culture and heritage, tribal cultural resources, the Tribe's rich historic and cultural knowledge base, and its archives. The tribal Government also includes a legal department and in-house tribal attorney with broad responsibilities. The UAIC Education Department provides programs that assist tribal families in achieving their potential as leaders of the tribe and of society. This Department includes the Tribal School, Community Education, General Support, and Cultural Education programs and activities.

The Tribe's Thunder Valley Casino Resort is Northern California's premier, AAA Four Diamond, award-winning resort. It comprises over 250,000 square feet of gaming space, 2,200 employees, and a hotel with more than 400 rooms, 14 restaurants and bars, and an outdoor pool and spa. There are more than 3,400 slot machines and 110 gaming tables. A large outdoor amphitheater hosts weekly concerts during the summer, and a 2,500-seat enclosed amphitheater is under construction.



The UAIC Development Corporation was chartered in 2004, with its own director to oversee and manage the Tribe's extensive real estate holdings, partnerships, and other non-gaming business enterprises, as well as the investment portfolio of the Tribe. Thunder Valley is governed by its own separate tribal Board of Directors. UAIC also owns and operates the Whitney Oaks Golf Course in Rocklin, CA.

The UAIC Community Giving Program is the philanthropic branch of tribal Government established by the Tribe in 2004. It has provided several million dollars to nonprofit organizations, supporting needs in education, health, arts and humanities, environment, community development, and social services. Qualifying nonprofit organizations and schools located in Placer and Nevada counties are given priority in grant consideration. The UAIC Scholarship Program accepts applications in the spring and fall of each year and awards scholarships to Native Americans who are not members of the Tribe.

Within this framework, the Tribal Administrator's focus is to understand the needs of the Tribe and to coordinate and provide exceptional services to meet those needs, while respecting the independence of the governing bodies of Thunder Valley and the UAIC Development Corporation.

TRIBAL ADMINISTRATOR POSITION SUMMARY

The United Auburn Indian Community is seeking to hire a Tribal Administrator to plan, manage, coordinate, and evaluate the day-to-day operations of the Tribal Government and provide strategic input under the general supervision of the Tribal Council. The Tribal Administrator is responsible for ensuring effective and efficient achievement of Tribal departmental policies, goals, and objectives, while incorporating the Tribe's overall vision, mission, and values and assessing and providing a large array of services to its members.

The Tribal Administrator generally oversees governmental programs, supervises senior governmental staff, including its federal and state lobbyists, implements governmental policies, and coordinates intergovernmental relationships with Placer County and the cities of Auburn, Roseville, Rocklin, and Lincoln. The Tribal Administrator serves as the primary liaison and advisor to the Tribal Council, providing administrative and logistical support and establishing current and strategic long-range goals and objectives.



The Tribal Administrator will supervise and evaluate the work of the following departments, maintaining the programs, policies, and activities by providing support and guidance to the senior management and staff:

- Human Resources
- Facilities & Maintenance
- Finance & Accounting
- Tribal Heritage Preservation
- Tribal Programs
- Community Services
- Information Technology
- Operations
- Purchasing & Warehouse
- Transportation
- Food and Beverage
- Tribal School

The Tribal Administrator will participate in the preparation and administration of operational budgets, together with senior management and the Tribal Council. The Tribal Administrator will continually assess the needs of the membership and community and plan service delivery to meet and exceed those needs.

EXPECTED OUTCOMES FOR THE FIRST YEAR

It is expected that the Tribal Administrator will achieve the following by the end of the first year:

- Within the first 30 days:
 - Will have met with the Tribal Council and each direct report and will be studying the organization's specifics.
- Within the first 45 days:
 - Will have met individually with all staff and internal and external stakeholders as identified by the Tribal Council.
 - Will have reviewed and commented on a draft reorganization of the administration staff and workflow and shared input with the Tribal Council.
 - Will have become familiar with UAIC history, constitution, and other important tribal enactments, documents, and agreements.



- Within the first 60 days:
 - Will have conducted an informal audit of the administration, its processes and procedures, reported the findings, and made recommendations to the Tribal Council.
- Within the first 90 days:
 - Will have commenced implementation of the staff reorganization plan.
- Within the first 120 days:
 - Will have worked with the staff to create individual, annual development plans, including skill development.

PROFESSIONAL EXPERIENCE (in priority order)

- Ten-plus years of increasingly responsible, professional experience in the service sector
- Experience effectively managing an overall staff of 100+
- P&L responsibility with a budget of \$30 million+
- Experience in the successful implementation of a change management process
- Experience successfully collaborating with other government jurisdictions
- Industry experience, which could include membership associations, city/county governments, family offices, other tribal governments, or hospitality
- Experience working with a board of directors, tribal council, or similar elected governing bodies
- Experience operating in a complex, matrixed environment

PERSONAL COMPETENCIES (in priority order)

- Emotional intelligence and an outgoing, optimistic personality
- Strong verbal and written communication skills, to include public speaking
- Relationship builder
- Proactive
- Flexible



EDUCATION/CREDENTIALS

- Undergraduate degree required; related graduate degree (law, hospitality, government, association management, etc.) a plus
- History of continuing professional education and skill development

ORGANIZATIONAL CULTURE (in priority order)

- Integrity
- One of respectful, gracious, sensitive, and responsive service to the members
- Empowering and making staff more effective
- Deep respect for the Tribe's history and culture
- Effective and transparent communication
- Results driven and collaborative

THE COMMUNITY

This position is located in Auburn, California, a foothills city in the Sacramento metropolitan area. Known for its California Gold Rush history, Auburn is the county seat of Placer County. Auburn boasts four golf courses, many hiking, biking, and wine trails, art galleries, museums, and a symphony. World-class ski resorts are as little as an hour away, and Lake Tahoe is just another 30 minutes further. Large, regional shopping centers can be found in Roseville, only 15 minutes from Auburn. Few places can combine the best of urban living, rural life, and small-town charm like the city of Auburn.

The region's Mediterranean climate is characterized by damp, mild winters and hot, dry summers. Over the course of the year, the high temperature typically ranges from 54°F to 93°F and lows are rarely below freezing.

Auburn is only 35 minutes northeast of the city of Sacramento. Sacramento is the cultural and economic center of the Sacramento metropolitan area, the fourth largest city in California, and the 25th largest in the United States. Local universities include California State University, the University of the Pacific's McGeorge School of Law, and the University of California, in nearby Davis. The UC Davis Medical Center, a world-renowned research hospital, is one of 19 hospitals in the Sacramento region.



The Sacramento region is experiencing a profound shift in its competitive position, in large part due to an influx of entrepreneurs, businesses, creative professionals, and remote workers looking to escape costly urban living. The Greater Sacramento Area is a top employer in life sciences and health services. As part of the agriculturally rich Central Valley, Sacramento is at the forefront of agritech innovation and is considered America's Farm-to-Fork capital.

Sacramento is also home to the NBA Sacramento Kings, the Sacramento River Cats (the San Francisco Giant's AAA baseball team), and Sacramento Republic FC, a USL Professional soccer team. The Golden 1 Center, a high-tech basketball and entertainment arena and the home of the Sacramento Kings, opened in 2016, starting a downtown renaissance. The remodeled Safe Credit Union Convention Center Complex offers entertainment venues and convention space. The Crocker Art Museum is one of the leading art museums in California.

Napa Valley and San Francisco are less than a two-hour drive from Auburn. Sacramento International Airport, 40 minutes from Auburn, handles non-stop flights to and from more than forty U.S. destinations, including Hawaii, as well as Canada and Mexico.

For more information, visit the Auburn Chamber of Commerce website (www.auburnchamber.net) and the Greater Sacramento Economic Council's website (www.selectsacramento.com).

COMPENSATION AND INTERVIEW PROCESS

A competitive compensation package includes a salary of \$300,000, with excellent benefits.

Pre-screened, selected candidates will be invited for an initial interview with the Tribal Council in the Sacramento region on July 14, 2022, with second interviews the following morning.



PROCEDURE FOR CANDIDACY

For confidential consideration, at your earliest convenience, but no later than COB on June 30, 2022, please email your chronological resume (to include description and size of current/prior organizations and responsibilities) and compensation expectations to:

UAIC@wilcoxcareer.com

We strongly encourage and welcome applications from all qualified persons regardless of their race, sex, gender identity and expression, disability, religion/belief, sexual orientation, or age.

WILCOX MILLER & NELSON CONTACT

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