



POSITION DESCRIPTION

Job Title: Executive Administrative Assistant
Reports To: Tribal Administrative Officer
Supervises: None
Salary Range: MIT Grade 6-8, non-exempt

Position Summary

Under the direction of the Tribal Administrative Officer, perform varied and responsible support and administrative duties including property management, organizational record keeping, database maintenance, and administrative support to specific committees, the Tribal Administrative Officer, and the Tribal Council. The Executive Administrative Assistant shall maintain confidentiality in all pertinent duties. This position will help with cross-training employees throughout the organization to perform pertinent tasks and duties to assure tasks/duties are completed in his or her absence.

Specific Responsibilities

1. Provide administrative support for the Tribal Chair, Tribal Council, and Tribal Administrative Officer, including preparing correspondence, scheduling meetings and completing administrative tasks as requested.
2. Maintain tribal governance documents, including but not limited to minutes, resolutions, contracts, policies, ordinances, and other legal documents.
3. Record, transcribe, and prepare and distribute all agenda packets for Tribal Council meetings.
4. In accordance with Enrollment Ordinance, process all tribal enrollment and relinquishment requests, maintain tribal enrollment records, maintain tribal member demographic information and vital statistics, and all other required documentation in electronic databases; and provide administrative support to Enrollment Committee, including attending meetings and recording, transcribing, and distributing minutes.
5. Using enrollment data, create BIA Labor Force Report as requested by the federal agency.
6. In accordance with Election Ordinance, prepare for all regular and special elections; maintain official election records; maintain tribal member voting information in electronic databases; and provide administrative support to Election Committee, including attending meetings and recording, transcribing, and distributing minutes.
7. Assist with Human Resources duties, including assisting with the recruiting process, scheduling interviews, processing new hire and termination packages, preparing and maintaining personnel records, and conducting new employee orientations as needed.
8. Maintain master keys to all facilities, vehicles, office workstations, and cabinets; assign key(s) and alarm codes to employees, Council Members, and others as requested.
9. Process incident report forms and submit online police reports as necessary.
10. Assist with management of tribal vehicles, including vehicle registration, maintaining approved driver registration, and coordinating maintenance and repairs.

11. Assist with property, building, and office equipment maintenance, including but not limited to janitorial services, landscaping, HVAC systems, and all routine office repairs and maintenance; procure necessary services and replacement equipment, as needed.
12. Responsible for maintaining the Tribe's filing system, records, and archives, and overall records management in accordance with the Tribe's Records Management Policy.
13. In coordination with Receptionist, administer the Tribe's member services programs, such as but not limited to LIHEAP, food vouchers, vehicle loans, burial assistance, and elder services programs.
14. In accordance with the Tribe's various processes and procedures, process purchase orders and all other documents directly related to job duties.
15. Act as Tribe's ICWA contact for federal purposes, and process and file ICWA informational requests and member ICWA files, when received.
16. In the absence of a Cultural Coordinator, oversee Tribe's cultural collection, including maintaining records and ensuring protection of items.
17. Prepare monthly report to Tribal Council regarding administration activities.
18. Maintain privacy and confidentiality of sensitive information.
19. Serve as back-up to the Receptionist when s/he is not in the office.
20. Perform other duties related to office and facilities management as assigned.

Qualifications

1. Must have successfully completed a minimum of a two (2) year (A.A.) degree OR equivalent in an accredited business college in secretarial, word processing, business administration, or related field.
2. Must have a minimum of five (5) years of progressively responsible administrative experience.
3. Must have computer spreadsheet (Excel) and word processing (Word, etc.) proficiency.
4. Must be able to type 55 wpm with accuracy.
5. Ability to establish and maintain effective working relationships with clients, staff, volunteers, tribal members, and public and private agencies.
6. Ability to communicate in oral and written form effectively with diverse client populations including low/moderate income, high risk, and diverse family systems.
7. Experience working with Native American communities desirable.

Other Requirements

1. Must be eligible for coverage under the Tribe's vehicle insurance policy. Must possess a valid California driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours.
2. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
3. This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
4. Must be able to satisfactorily complete a background check, fingerprint live scan, and pre-employment physical, if applicable.
5. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test pursuant to the Drug-Free Workplace Act of 1988.