



Tolowa Dee-ni' Nation

Position Description

Title: Executive Assistant
FLSA: Non-Exempt
Pay Grade: 8 (\$27.62 – 38.23)
Subordinates: Yes

Department: Administration
PL 101-630: No
Supervisor: Executive Director
Grant Funded: Indirect

Position Summary:

The Executive Assistant assists the Executive Director in the performance of assigned duties by overseeing the general operations of the Tribal Administrator's office. Responsibilities include managing personnel matters, coordinating staff travel and training, fostering a safe and cooperative work environment, and compiling and analyzing administrative data.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing. Qualified American Indian Preference applies.

Essential Duties and Responsibilities:

1. Prepare reports, correspondence, memoranda, and other written communications.
2. Prepare job descriptions, recruitment notices, personnel requisitions, and personnel action notices as directed.
3. Select, train, supervise, evaluate, and discipline subordinate staff.
4. Analyze administrative problems, evaluate alternatives, determine consequences, and implement recommendations.
5. Collect, interpret, and evaluate narrative and statistical data related to administrative and management matters.
6. Interpret and apply policies, rules, and regulations relevant to assigned responsibilities.
7. Establish and maintain accurate files on real property acquired by and for the Tribe.
8. Provide verbal and written technical directions to staff and stakeholders.
9. Attend meetings as requested.
10. Implement or assist with internal and external reporting systems.
11. Research and recommend policies and procedures to ensure effective program operations.
12. Update policies and procedures as technology and operational needs evolve.
13. Work effectively with agencies, Tribal workforce, elected officials, contractors, applicants, and media representatives.
14. Perform other duties as assigned.

Personal Traits:

All Tolowa Dee-ni' Nation employees are expected to consistently demonstrate the organization's values: integrity, cultural sensitivity and respect for traditional values, continual learning and improving, compassion,

teamwork and pride. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Required Knowledge:

All Tolowa Dee-ni' Nation employees are expected to have general knowledge of typical office technologies such as computers, printers, copiers, fax machines, and typical office software.

Job Specific knowledge is listed below:

Knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people.

Knowledge of Tribal, State and Federal laws, rules regulations and policies, including Federal Indian law.

Knowledge of the Indian community, its organization, and needs.

Knowledge of the goals of the Nation and related services.

Required Skills and Abilities:

All Tolowa Dee-ni' Nation employees are expected to have a broad range of skills and abilities centered around a strong citizen focus, efficient performance, and teamwork. All employees should have customer service skills, interpersonal skills and good communication skills. All employees should have the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly. Finally, all employees should have the ability to understand and manage citizen confidentiality.

Job specific skills and abilities are listed below:

- Communication skills
- Problem solving and critical thinking skills
- Interpersonal skills and teamwork.
- Strong case management skills, including docket control and record maintenance.
- Ability to maintain strict confidentiality, impartiality, and ethical standards.

Minimum Requirements

- Associate of Arts degree in Business Administration, Office Administration, Public Administration, or Management
Or
High School diploma or equivalent and 4 years' experience doing essential duties
And
- Five (5) years of experience managing complex office operations
- Must possess and maintain a valid state-issued driver's license and be insurable for Tribal vehicle use.

Physical Requirements:

- Use hands and arms to operate office or field equipment.
- Sit more than half the workday.
- Stand and/or walk less than half the workday.
- Bend, stretch, twist, crouch and/or reach
- View electronic monitors for prolonged periods of time.
- Use hands and arm for repetitive motion tasks consistently for more than one hour at a time.
- Lift or carry unaided less than 50 pounds.
- Push or pull using up to moderate force.
- See and hear with normal acuity.

Working Conditions:

- Work is conducted in a standard office environment
- Moderate travel is required (up to 50% of the time)
- Work is sometimes in confined spaces and in areas of high noise and/or high/low temperatures

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____