



PUYALLUP TRIBE OF INDIANS

JOB ANNOUNCEMENT



OPENS: MAY 9, 2017

CLOSES: JUNE 8, 2017

JOB TITLE: TRIBAL COUNCIL LEAD SECRETARY

DEPARTMENT: TRIBAL COUNCIL OFFICES

REPORTS TO: TRIBAL COUNCIL

HOURS: 40 HRS/WK – FULL TIME

SALARY: BASED ON SALARY MATRIX + BENEFITS

OTHER: ONE-YEAR APPOINTMENT TO COINCIDE WITH TRIBAL COUNCIL ELECTION

POSITION SUMMARY:

This position performs highly responsible administrative support work for the Puyallup Tribal Council and serves at the pleasure of Council. This classification is responsible for providing administrative support work to various Council Committees, Council Members and Council Office. The classification's primary function is to provide administrative and operational support and exercise use of independent judgment and initiative in interpreting or adapting guidelines and work priorities. Keeps official records for the Puyallup Tribal Government. Acts as an intergovernmental liaison with the other governmental offices, entities and Tribal Departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide information to the employees of Tribal entities and other governmental agencies on the status of specific issues.
2. Compile and assemble information on a variety of matters.
3. Works with the Tribal Council Chair to establish the Council's meeting agenda.
4. Compose and prepare written correspondence for all related meetings, including meeting minutes, ordinances, resolutions, amendments, data sheets and memos.
5. Prepare and distribute correspondence to appropriate personnel.
6. Schedule regular staff meetings.
7. Perform timely and accurate performance evaluations for staff.
8. Sign timesheets for staff.
9. Explain, interpret and apply complex rules and procedures.
10. Work closely with Information Technology to determine computer needs; design requirements and coordinate implementation.
11. Develops and maintains department budget.
12. Approve requisition requests.
13. Oversees and maintains records and reporting systems per Puyallup Tribal Council guidelines, providing for proper quality control.
14. Record minutes and recommendation to Clerk to Council for distribution.
15. Approves employee training, travel and lodging.

ESSENTIAL FUNCTIONS: (continued)

16. Compose responses to inquiries from other departments, other agencies, Council staff or the general public involving interpretation of the Tribe's procedures or governing regulations; when necessary, refer to manuals, regulations, Resolutions, etc., for verification.
17. Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
18. Meet travel requirements of the position.
19. Perform the physical requirements of the position; work within the established working conditions of the position.
20. Work a flexible schedule, which may include evenings, weekends and holidays.
21. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises Tribal Council Secretary staff. Carries out supervisory responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws. Responsibilities include interviewing, coaching and training employees; planning and assigning work; rewarding, recognizing employees.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school and three years related experience and/or training in a progressively responsible position. One year of experience must be in a support position to senior management, and must also demonstrate at least one year of supervisory experience; or satisfactory equivalent combination of education and experience. Intermediate to Advanced experience and knowledge using word processing and spreadsheets (i.e. Word for Windows, Excel, Access, etc.) required.

Knowledge of:

- ♦ Tribal government processes and procedures, work flow, parliamentary procedures, governing regulations and/or established procedures.
- ♦ Research techniques and the source of available information.
- ♦ Business English, grammar and punctuation.
- ♦ Principles and practices of office management.

Ability to:

- ♦ Maintain confidentiality on sensitive matters.
- ♦ Develop comprehensive recommendations from general written instructions.
- ♦ Effectively resolve interpersonal conflict while remaining calm and maintain professional demeanor.
- ♦ Comprehend complex written materials and work processes.
- ♦ Record and transcribe clear and concise meeting minutes using Roberts Rules of Order.
- ♦ Establish and maintain effective working relationships with staff members, departments and

community members.

- ♦ Understand and follow written and verbal instructions.
- ♦ Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- ♦ Meet the travel requirements of the position.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities

- Ability to follow parliamentary procedure and Roberts Rules of Order.
- In-depth understanding of all department programs in order to provide accurate referral information to membership and staff.
- Ability to perform accurate work in a stressful setting while tactfully dealing with angry, upset or frustrated individuals.
- Must demonstrate cultural sensitivity and be able to keep sensitive issues confidential.

Other Qualifications

- Must be a Puyallup Tribal Member
- Must be able to successfully pass a background check prior to and periodically throughout employment.
- Must have and maintain a valid and unrestricted driver's license and proof of auto insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.

- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee frequently is required to walk and stoop, kneel, crouch, or crawl.
- The employee is occasionally required to stand, sit, climb or balance, and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interruptions and changing priorities are frequent occurrences which can create job challenge.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- There are frequent employee contacts and interruptions during the day.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*