



PUYALLUP TRIBE OF INDIANS

JOB ANNOUNCEMENT



OPENS: JUNE 27, 2018 **CLOSES:** JULY 18, 2018
JOB TITLE: SR. ADMINISTRATIVE ASSISTANT
DEPARTMENT: GRANTS & DEVELOPMENT
REPORTS TO: LEAD GRANT WRITER
SALARY: BASED ON SALARY MATRIX + BENEFITS **HOURS:** 40 HRS/WK – FULL TIME

POSITION SUMMARY:

The Sr. Administrative Assistant provides essential support to the Grants & Development department by coordinating meetings, coordinating data and information between the department and other Tribal departments, managing the annual grants calendar, research and by supporting grant development and implementation. This position also assists in managing the daily affairs of the department by maintaining office supplies and routing documents. Exceptional communication, teamwork, problem solving and collaboration skills are essential for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates meetings between Grants & Development, Tribal departments, Tribal enterprises and external stakeholders, including arranging meetings, preparing agendas and meeting packets, and taking minutes.
2. Responsible for distribution and follow-through of data and documents between the grants team and program managers, including statistical data.
3. May work with a variety of highly confidential information and data and, as a result, handles the information professionally and maintains confidentiality at all times.
4. Conducts internal and external research to assist grants team on projects.
5. Prepares a variety of profiles, narratives, letters/correspondence, reports using statistical data.
6. Manages and routes internal Tribal documents, including agenda request forms, Resolutions, check requests, purchase orders, time sheets, budget modifications, etc.
7. Assists in with the departmental budget, office supplies, and equipment maintenance.
8. Manages the all staff calendar, including annual grant deadlines; sends reminders as needed
9. Manages and maintains all physical and digital files and archiving for the grants team.
10. Supports grant development with communication and follow-up with stakeholders for letters of support, résumés, price quotations, job descriptions, memoranda of understanding and required grant documents, like standard assurances, certifications and disclosures.
11. Supports grant implementation and reporting with ongoing communication and follow-up with grant project managers for grant reports, report deadlines, grantor contact information and other grant documents.

12. Works respectfully and collaboratively on grant development, start-up and implementation with staff from Accounting, Administration, Compliance, Tribal departments and Grants & Development staff.
13. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not supervise staff.

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

Associates degree (A.A.) in any field and one year of administrative support experience; or high school diploma and three years of related administrative support experience; or an equivalent combination of education and experience. Beginner to Intermediate experience and knowledge using word processing and spreadsheets (i.e. Word for Windows, Excel, Access, etc.).

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management. Ability to maintain a high level of confidentiality. Ability to read, analyze and interpret common professional journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from staff and regulatory agencies. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions. Ability to effectively present information to management, employees and groups of people.

Mathematical Skills

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions and apply them to practical situations.

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.

Licenses or Certificates

Must pass a criminal background check.

Must have and maintain a valid and unrestricted Washington State driver's license. Driver's license must not contain any restrictions that would prevent the employee from driving a GSA vehicle.

Other

1. Demonstrated excellence in interpersonal skills and verbal and written communication;
2. Works well under pressure, within deadlines, with limited direction and independently;

3. Working knowledge of the Tribe's departments and programs;
4. Exceptional ability to work cooperatively and respectfully on a team;
5. Ability to conduct research electronically, using Internet, academic databases and other search tools;

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.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close 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.

- 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, client and customer contacts during the day.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.
- Requires occasional travel using employee's own transportation.

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*