



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: JANUARY 10, 2019 **CLOSES:** FEBRUARY 8, 2019
JOB TITLE: ADMINISTRATIVE COORDINATOR **DEPARTMENT:** TRIBAL ADMINISTRATION
REPORTS TO: ADMINISTRATIVE MANAGER **HOURS:** FULL TIME – 40 HRS/WK
SALARY: BASED ON SALARY MATRIX + BENEFITS

POSITION SUMMARY:

Under the general direction of the Administrative Manager, applies previous experience and knowledge to accomplish a broad range of multi-faceted, difficult and complex administrative work assignments, including some that are non-routine.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists the Administrative Manager by drafting a variety of correspondence, reports, memoranda, including documents which are highly confidential; organizes and maintains confidential information, complex files and records; takes notes quickly and accurately. Composes correspondence and other forms of communication as requested. Edits and reviews materials prepared by others. Prepares and types business letters, memos and other documents and projects.
2. Coordinates activities for the Administrative Manager, to include: unique projects that require detailed organization, project planning, creation of action plans and meeting agenda, scheduling on behalf of the Administrative Manager.
3. Responds to in person, telephone, and written inquiries from Tribal Members and the general public and other Tribal agencies and routes calls to the appropriate department or program. Performs all phases of support services including reception, answering telephones, filing, typing, light bookkeeping and general clerical duties.
4. Tracks and compiles Tribal Administration Departments' Quarterly Reports.
5. Assists with strategic planning for Tribal Administration and community assessments. Prepares statistics charts and tables with findings.
6. Schedules meetings on Administrative Manager's behalf. Schedules attendees and location. Sends meeting requests and confirmations to all scheduled participants.
7. Assists Administrative Manager with the annual budget process, to include scheduling meetings with Directors and compiling information for Accounting to review.
8. Conducts research and compiles report for Administrative Manager review.

9. As needed, this position will assist Administration with the development of action plans with critical deadlines to be met for the implementation of policies, procedures, practices and for other projects.
10. Responsible for creating Microix documents for other Department purchases and accounts payable. Follows through to ensure requests have been approved and reconciles purchases and receipts as needed.
11. Assists with Agenda Request Forms, including preparing ARF packages, overseeing the routing for all required signatures. Makes copies and submits to Tribal Council. Tracks Agenda Request Forms submitted to Tribal Council and logs status.
12. Creates and maintains confidential electronic and paper office records and filing systems.
13. Makes copies, collates and distributes documents as directed.
14. Prepares special projects as assigned, under the direction and guidance of the Administrative Manager.
15. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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

Bachelor's degree in a related field and 2 years of experience supporting a senior level manager; or Associates degree and 4 years of related experience support a senior level manager; or High school diploma or general education degree (GED) required and 6 years related experience in support of a senior level manager; or satisfactory equivalent combination of education and experience provided applicant is able to demonstrate the ability to perform all essential duties and responsibilities for the position. Intermediate experience and knowledge with computers (i.e. Word for Windows, Excel, Power Point, Publisher and Access, etc.) required.

Must be able to demonstrate the ability to successfully perform all required essential functions and skills listed below. Must demonstrate a high level of critical thinking skills.

Previous experience in a tribal government setting is highly desired.

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).

Must demonstrate knowledge of:

- General office practices and procedures relative to Administration's needs.
- Strong organization skills and initiative.
- Attention to detail.
- Ability to clearly communicate with the public.
- Business English, grammar and punctuation.
- Computers and related equipment relative to data collection, control and storage.
- Research techniques.

Skills:

- Proper phone etiquette.

Ability to:

- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential job functions of the position.
- Understand the Tribe's policy and procedures.
- Maintain confidentiality.
- Communicate effectively, both orally and in writing, with other employees and departments, and the public.
- Maintain courteous attitude toward the public in person and on the phone, including under stressful circumstances.
- Ability to perform accurate work in a stressful setting while tactfully dealing with angry, upset or frustrated individuals.
- Effectively resolve interpersonal conflict in a calm professional manner.
- Provide clerical support and adhere to normal office routines.
- Comprehend written materials and work processes.

Language Skills

Ability to read and interpret documents such as contracts, memorandums of understanding or agreement, operating and maintenance instructions and policy and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to community members, employees of the organization and representatives from other agencies and businesses working with the Tribe.

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 apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities

- Understanding of all department programs in order to provide accurate referral information to membership and staff.
- Must demonstrate cultural sensitivity and be able to keep sensitive issues confidential.
- Maintains strict confidentiality.
- Develops and maintains ethical and professional relationships with key vendors in an effort to obtain added value to the Puyallup Tribe of Indians.
- Contributes to a favorable public image of the Tribe by establishing and maintaining relationships and participation in the community (civic, industry, and professional).

Licenses or Certificates

Must pass a criminal background check prior to employment and periodically throughout employment.

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 Skills and Abilities

Must maintain confidentiality at all times.

May need to work nights and weekends for special events.

Position requires good attendance and adherence to all policies including the attendance policy. The employee must be at work from 8:00 am to 5:00 pm Monday – Friday, except for a lunch break.

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 personal computer, multi-line telephone, calculator, facsimile and photocopier and other standard office equipment.
- 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 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 10 pounds.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, 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 moderate to very loud.
- The physical exertion is moderate.
- Work environment may include stressful situations and hostile or verbally abusive clients.

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:

APPLY ONLINE AT [HTTP://PUYALLUP-TRIBE.COM/EMPLOYMENT/](http://PUYALLUP-TRIBE.COM/EMPLOYMENT/)

IF YOU HAVE ANY QUESTIONS ABOUT THE ONLINE APPLICATION CALL 253-573-7863 OR EMAIL JOBS@PUYALLUPTRIBE-NSN.GOV