



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: TERO Office Coordinator
Department: TERO
Supervised By TERO Manager
Pay Range: T-5 \$15.45-\$21.63/Hr. (\$32,136-\$44,990/annually) DOQ
FLSA: Non-Exempt; Hourly – Regular / Full-Time

Position Summary: The Tribal Employee Rights Ordinance (TERO), Office Coordinator position is responsible for coordination of the TERO office including administrative functions, assisting the TERO Manager with duties as necessary. The TERO Coordinator is responsible for the Job Skills Bank administration, scheduling and managing the client training, assisting with TERO budget, department expenditures, and supervision of subordinate staff.

Essential Duties: Coordinate functions of the TERO Department, including but not limited to:

- Ensure processing of Compliance Plan Agreements and other TERO documents
- Organizing and implementing client training and assist the TERO Manager with identifying and planning new training topics.
- Complies with office and purchasing policies and procedures
- Coordinate events and functions planned by TERO department.
- Oversees the efficient and effective office services provided to clients, co-workers and Contractors, etc.
- Responsible for gathering appropriate information needed for preparing reports for TERO Manager, TERO Commission and Tribal Council as needed.
- Assist the TERO Manager with any projects and training development for the TERO department.
- Oversees the upkeep of the Job Skills Bank in the data base.
- General office duties such as typing flow of correspondence, filing, requisition of supplies, faxing, etc.
- Ability to do computer work, M.S. Office programs preferred, including ability to spell correctly; use of proper grammar; make mathematical computations.
- Must have the ability to follow oral and written directions.
- Responsible for typing correspondence such as letters, memos, forms, and policies and procedures as directed by the TERO Manager.
- Must be a multi-tasker, quick learner, possess strong writing skills, adaptable to situations as required, able to work at a fast pace in a professional and efficient manner.
- Read and write English at a level required to perform the essential functions of the position.
- Attends TERO Commission meetings and records, transcribes and completes minutes.
- Schedules meetings, travel and other business pertaining to TERO.
- Must have strong computer skills with a desire to acquire more knowledge by attending any necessary TERO training.
- Must maintain the strictest confidentiality at all times with information viewed and produced.
- Relate with diplomacy, accuracy and a good attitude toward the public.
- Must be a team player in a close office environment.
- All other duties to be completed as assigned.

Supervisory Responsibilities: TERO Office Assistant and Part-Time and other TERO office workers.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management's direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others to get the job done and follow through on tasks.

Experience and Education:

- High School Diploma or GED.
- Completion of a business school curriculum desired.
- Minimum three (3) years administrative office experience in a professional office setting.
- Demonstrate an interest in assuming increasing responsibility.
- Knowledge of TERO desirable.
- Must be reliable and flexible in office work environment.
- Experience in preparing agendas and minute recording.
- Must have computer software experience and be proficient in Microsoft Word, Excel, Outlook and Publisher.
- Must have good administrative, organizational and communication skills.

Other Requirements:

- Must be able to work some evenings and weekends as needed.
- Individual must possess the following skills and abilities; Flexibility, Communication Proficiency, Collaboration Skills, Customer focus and Technical Capacity.
- Participates as needed in special departmental projects.
- Must have and maintain a valid California Driver's License and to be insurable under the Tribe's existing automobile insurance policy.
- Pass a pre-employment drug screen and be subject to random drug testing throughout employment.
- Shall comply with the Drug-Free Workplace policy and a Criminal Background Investigation.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio- economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.

Signatures

This job description has been approved by all levels of management:

Manager:

HR:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee:

Date:

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.