



**JOB DESCRIPTION**  
**Bishop Tribal Council**  
**Bishop, California**

**Position:** Public Works Administrative Assistant  
**Department:** Public Works  
**Supervised by:** Public Works Director  
**Pay Range:** T-8 \$19.57 – \$23.48 (\$40,705.60 - \$48,838.40) DOQ  
**FLSA Status:** Non-Exempt

**General Duties:** Under the direction of the Public Works Director, the Public Works Administrative Assistant provides administrative support to the Public Works Departments and the department Director. Duties include, receptionist, project based work and to project a professional organization image through in-person and phone interaction. The Public Works Administrative Assistant is responsible for overseeing the smooth operation of the Public Works office and provides high level support to the Public Works Director and staff. The position also supervises various Public Works employees, as determined by the Public Works (PW) Director in the PW Department.

**Supervisory Responsibilities:** When directed by Public Works Director assist with supervision of interns and student workers in accordance with the organization's policies and applicable laws. Assists with assigning and directing work; appraising performance.

**General Responsibilities:**

- Greet and direct office visitors, answer office telephone system, respond to direct request for information, forward messages to appropriate staff. Make sure the office is kept in orderly and clean fashion.
- Processes contractor and vendor payments to ensure proper documentation is attached and submitted for timely payments.
- General office duties such as typing correspondence, departmental paperwork, filing, maintaining contractor, vendor files, requisition of supplies, faxing, etc.
- Responsible for scheduling maintenance and service of office equipment.
- Maintain inventory for office supplies and assist with research and cost comparisons for vendors to maintain cost effectiveness and quality.
- Performs executive level secretarial duties upon request from Public Works Director; including maintenance and scheduling of individual calendars, screening of calls, coordinates materials and calendars for meetings, drafting of documents for preparation for final submission, etc.
- Assist with review and development of administrative procedures for the Public Works Department.
- Facilitating and attending meetings as required by the Public Works Director including for grant management e.g., ICDBG, Transportation, IHS and others.
- Administers and secures that all Grant and Tribal Procurement Compliance requirements are followed per policies.

- Maintains good working relationships with Co-Workers, Contractors and Sub-Contractors, Inspectors, Tribal Departmental Staff, Tribal Administration Staff and Tribal Council.
- Assist Public Works Director to plan future Tribal Public Works and BIA Transportation Project Development.
- Develop and maintain a professional working relationship with Federal Agencies professional staff assigned to each respective construction project.
- Shall be responsible for compliance and reporting on the Transit and BIA Roads Grants.
- Assist in planning and coordinating Public Hearings and Community Informational meetings.
- Coordinate water and sewer hook-ups with IHS (Indian Health Service); process applications, prepare cost estimates, process purchase orders, document IHS approval of scheduled work, pull permits, coordinate with Fiscal staff and document final project expenses.
- Work with County and other Entities to administer road construction and road maintenance.
- Responsible for maintaining compliance with EPA Rules and Regulations. e.g. scheduling monthly and annual tests for Safe Drinking Water Act and distribution of Annual Water Quality Report.
- Supervise youth workers when on board in the areas of Public Works.
- Prepare and schedule training and travel arrangements for the Public Works Director and staff.
- Track and maintain vehicle/equipment registration with DMV, repairs and scheduling of maintenance of the vehicles.
- Track and maintain TUP permit status and compliance.
- Track and maintain HUD 184 program applications and lease status with tribal members and BIA. Assist with preparation of Council Resolutions as needed.
- Track and maintain SCE applications, resolutions, service agreements status with tribal members. Assist with preparation of Council Resolutions as needed.
- Track and maintain Tribal Reservation addresses. Assist assigning new addresses as needed.
- Assist with developing and ensuring that departmental policies and procedures are enforced.
- Assist Public Works Director with the preparation and tracking of staff evaluations.
- Assist the Public Works Director with preparing the Annual Department Budget.
- Other duties as assigned.

**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 responsible decisions.
- 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 assurance.
- 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, project/s files and construction documents.
- Motivated—the individual inspires self and others to get the job done and follow through with assigned tasks.
- Ability to use, collect data, develop maps, data tables using ArcView GIS software.

**Experience and Education:**

- Combination of education (Minimum High School Diploma, AA Degree preferred) and work experience with a minimum of 2 years general office experience plus 3-5 years executive level administrative experience.
- Knowledge of IHS (Indian Health Service) standards that regulate Tribal Infrastructure.
- Knowledgeable of computer hardware and software applications, the internet and various uses of electronic technology for information and data management, geographical software, communication, grammatical and composition skills.
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties.
- Ability to communicate clearly with a high degree of verbal and writing skills, ability to deal with a high level of interpersonal skills associated with the respective construction projects funding agencies, and staff.
- Knowledge of IHS standards as well as other Federal Codes that regulate Tribal Water Infrastructure.
- Knowledge of EPA Region 9 and the Safe Drinking Water Act.

**Other Requirements:**

- 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.
- The individual must possess a valid Driver’s License and be insurable under the Tribe’s Insurance. Commercial license desired.
- Comply with the Drug-Free Workplace policy and subject to pre-employment and random drug test and a criminal background investigation.

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.