



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Executive Assistant
Department: Administration
Supervised by: Chief Operations Officer I or II
Pay Grade: NE4 \$21.46-\$27.89 Hourly (\$44,627.90 - \$58,016.27) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: Provides administrative support to one of the two (2) Chief Operations Officers. Duties include executive level clerical, receptionist, project-based work. This position maintains a professional organization image through in- person and phone interaction.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all- inclusive.

Job Duties:

- Customer oriented in delivering excellent service to both internal and external customers in a friendly, courteous, and professional manner.
- Ensure the office is kept in an orderly and clean fashion.
- General office duties such as typing flow of correspondence, filing, requisition of supplies, faxing, etc.
- Maintain inventory for office supplies and assist with research and cost comparisons for vendors to maintain cost effectiveness and quality and ordering of office supplies.
- Performs executive level secretarial duties upon request from tribal administration staff including maintenance and scheduling of committee calendars, screening of calls, coordinates materials for meetings and/or public hearings, drafting of documents, meeting minutes and processing applications pertaining to specific committees assigned to.
- Maintains bulk mail procedures including bulk mailers and post office bulk permit account.
- Processing incoming invoices for payment for departments.
- Prepare, revise, and distribute forms, correspondence, and reports.
- Additional support/coverage for the front reception desk.
- Coordinates management team meetings and other meetings, prepares agenda, furnishes materials, arranges for refreshments, and takes meeting minutes in the absence of the COO.
- Manages procurement of goods and services.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- High school diploma or GED. Two (2) years' experience in an administrative position.
- Knowledgeable of general office hardware, software applications, data management, and filing.

- 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.
- Requires strong organizational skills, attention to detail, and the ability to handle multiple tasks simultaneously.

Other Requirements:

- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Must be available to be on call after hours, holidays and weekends for work as scheduled and/or in the event of emergencies.
- 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.
- Must comply with the Bishop Paiute Tribe's organizational policies.

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 (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

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; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Analytical Skills* - Ability to analyze operational, statistical, and financial information and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives, and letters.
- *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 develops realistic action plans.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors their own work to ensure quality.
- *Adaptability* – the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- *Organized* – the individual keeps clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP, and database software programs in a Windows environment.
- *Safety Oriented* - aware of surroundings to maintain a safe work environment for

community members and co-workers.

Physical Demands/Work Environment:

While performing the duties of this job, the employee regularly is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 20 lbs. Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events.

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:*
