

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Executive Administrative Assistant

Position Status: Full-Time

Position Number: 4522

Department: Administration

Location: Complex

Issuing Date: February 12, 2010

Closing Date: Until Filled



Mailing Address:
RR 1 Box 721
Perkins, OK 74059

Fax: (405)547-1092
jobs@iowanation.org

Phone(405)547-2402
<http://www.iowanation.org>

Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

SUMMARY

The incumbent reports directly to the Tribal Chairman and is responsible for providing administrative support to the Chairman. This individual is expected to exercise a high degree of confidentiality and responsibility in the conduct of administrative duties. In the performance of job duties, the individual must exercise sound judgment, initiative and self direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides administrative support to the Chairman
- Coordinates travel plans and reconciliations for Chairman
- Maintains meeting, travel and leave schedules for the Chairman
- Completes special projects, such as; compiling data for financial review and assisting in budget preparation.
- Assists Chairman in maintaining and adhering to budgets
- May attend meetings and represent the Chairman
- Sorts and distributes mail to Business Committee members and Tribal Administrator
- Assists the Chairman in the performance of his/her duties.
- May perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises at least two employees in the Receptionist positions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning and assigning work; conducting performance appraisals; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS 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.

- Must be able to exercise good judgment in pressure situations.
- Experience with American Indian Communities.
- Must have strong organizational skills and be detail oriented.
- Knowledge of tribal government grants and contracts.
- Demonstrated ability to work effectively with diverse individuals and groups.
- Strong communication skills; written and verbal
- Verbal presentation skills.

Must be a self starter.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Indian preference applies.

EDUCATION and/or EXPERIENCE

Prefer Bachelor and or Associate Degree. Three to Five years experience clerical experience. The individual must have strong computer skills.

LANGUAGE SKILLS

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to analyze and summarize reports which include budget and travel expenditures, etc with high degree of accuracy.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CONDITIONS OF EMPLOYMENT

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test.