



Job Title: STAFF ASSISTANT

Department /Office: Office of the Executive Director

Reports to Whom (title): Executive Director

Salary /Hourly Range: 50

Job Classification Code: 9410

Level of Background Check: 1B: Sensitive

Status: EXEMPT; Full Time, Temporary

Driving Required: Yes, As Required

PD Revised: 01/26/2015

JOB DESCRIPTION:

This position is responsible for providing professional and management support to the Executive Director. The incumbent performs technical duties requiring working knowledge, skills, principles, practices, laws and regulations applicable to the Hopi Tribe.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties for the Staff Assistant are intended to be illustrative only and should not be viewed as all-inclusive or restrictive.)

1. Provides support to the Executive Director in researching, planning and establishing & managing missions, goals and objective of the Executive Director's office.
2. Collaborates with appropriate departments/programs on existing or new projects, policy issues & laws and updating of such as deemed necessary.
3. Conducts individually assigned research, analyzes and interprets data and formally recommends primary & optional action plans to the Executive Director; conducts timely follow-up and coordinates finalizing of reports, correspondence and action documents for the Executive Director's signature.
4. Serves as a liaison to the Hopi Tribe Department/Programs by providing technical assistance on interpretation on tribal documents. Provides technical assistance to Tribal Departments/Programs on issues and procedures as necessary. Advises on tribal Department/Program activities affecting the Hopi Tribe organization and monitors & evaluates Department/Program performance. Attends necessary meeting relating to areas of concern and reports items accordingly.
5. Responsible for reviewing, preparing and organizing information or activities and appropriately disseminates information of importance as well as issuing statements concerning the Executive Director's area of responsibility.
6. Assists the Executive Director with coordinating and monitoring office functional activities keeping supervisor informed of details affecting management decisions; works cooperatively & jointly with others to provide quality customer service; demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and keeps administrative manuals updated.
7. Serves as a representative of the Executive Director when in contact with Department/Programs, officials, outside agency representative, general public, etc.; issues instructions on behalf of the supervisor as delegated. Makes oral presentations to Hopi Tribal Council, Budget Oversight Team and management groups in the absence of supervisor.
8. Performs other duties as assigned or authorized to achieve office goals and objectives.

PERSONAL CONTACT:

Contacts are with Tribal Administrative Managers, Tribal Chairman/CEO, Tribal Council, Tribal and Village officials/administrative staff, funding agency representatives, outside public/private organizations/personnel and the general public for the purpose of reporting & exchanging information, coordinating work & projects in progress and building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is mostly sedentary and performed in a standard office environment. As a Hopi Tribe professional staff working evenings and weekends may be required when necessary to accomplish work. Moderate travel on and off the Hopi reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: Bachelor's Degree in Business or Public Administration or a related field:

AND

B. Experience: Four (4) years of professional management experience including organizational strategic planning and administering operational systems, i.e., organizational planning evaluation, grant proposal writing, contract administration, administering management systems.

2. Required Knowledge, Skills, Abilities:

A. Knowledge:

- Knowledge of strategic planning, contracting writing & negotiation, statistics, organization structure and department evaluation.
- Knowledge of applicable policies, laws, regulations and guidelines governing aspects of tribal operations.
- Knowledge of organizational planning and goal setting, planning types & performance and strategic management process.
- Knowledge of program development, managerial ethics & social responsibility, decision-making models, budgetary and financial controls and information technology.
- Knowledge of strategic Hopi Tribal/Village organizations and governance structure and socio-economic/cultural environment.
- Knowledge tribal, federal and state funding rules & regulations and processes.

B. Skills:

- Skill in written and verbal communication
- Skill in leadership, managing diverse employees & managing staff and complex internal relationships
- Skill in communication, measuring productivity, interpreting and executing policies & procedures
- Skill in establishing partnerships with federal/state agencies
- Skill in developing and analyzing program strategic plans, operating systems, procedures and controls

B. Abilities:

- Ability to analyze & assess systems failures and develop appropriate corrective action
- Ability to develop logical and practical administrative policies & procedures
- Ability to develop effective and positive working relationships at all levels of contact

NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy. All offers of employment will be contingent upon successful completion of references checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirements.
2. Must possess a valid Arizona Driver's license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.

DESIRED QUALIFICATIONS:

1. Ability to understand & speak the Hopi language for the purpose of effectively communicating with the Hopi Tribal and Village leaders/officials.