



Job Title: EXECUTIVE SECRETARY

Department /Office: Executive Director's Office

Reports to Whom (title): Executive Director

Salary /Hourly Range: 35

Job Classification Code: 8810

Level of Background Check: 1B

FLSA Status: EXEMPT, Full-time, Part-Time or Temporary

Driving Required: Yes, As Required

Revised: 05/01/2013

JOB DESCRIPTION:

The work consists of duties that involve various related and unrelated processes and methods that relate directly to assisting the Executive Director who oversees day-to-day operation of the Hopi Tribe. Decisions regarding what needs to be completed include the assessment of unusual circumstances, incomplete or conflicting data. The work requires discretion and independent judgement making decisions concerning such things as interpretation of data, planning of the work and refining methods and techniques to be used.

SCOPE:

This position is responsible for providing advanced-level administrative & secretarial support, excellent customer service, and managing office/program activities in support of management.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Assists the Executive Director in coordinating & monitoring office functional activities and special projects; assists with developing administrative policies & procedures; assists supervisor and/or staff with administrative projects, i.e., researching, compiling & analyzing information/data, verifying & tabulating data, etc.; generates required and special reports; assures timeliness & deadlines are strictly adhered to in achieving the success of the office and confidentiality.
2. Politely greets visitors and telephone callers; ascertains the nature & purpose of contact; provides information about office functions, policies, procedures and staff; when appropriate, responds to and resolves complaints & issues, refers more difficult & complex matters to the supervisor or appropriate staff.
3. Receives, analyzes, logs-in/out and routes in-coming mail attaching necessary files or material in order to effect prompt responses; responds to inquiries of routine matter on behalf of the supervisor or staff; establishes and maintains an efficient & effective records management system; handles confidential & sensitive information & data in accordance with established policies & regulations.
4. Independently composes & prepares routine correspondence, i.e., reports, letters, memos, forms, charts, etc., for review & signature by supervisor or staff; verifies & reviews material for completeness & conformance with established policies; processes requisitions, payroll timesheets, travel authorizations, related expense claims or any other procedural forms required by the office; monitors renewal dates for memberships, subscriptions, purchase agreements, professional service contracts, etc.
5. Assists with the preparation of office budgets & budget amendments/modifications; prepares expenditures, projections and develops cost estimates; maintains a cuff account system to track & monitor expenditures; provides weekly cuff account balance reports to the supervisor for review.
6. May represent the supervisor, in their absence, when in contact with other employees, officials, agency representatives, general public, etc., issues instructions on behalf of the supervisor; makes presentations to Hopi Tribal Council, Budget Oversight Teams, etc.
7. Maintains office calendar/appointments, reminds supervisor and staff of upcoming appointments; attends meetings, conferences, workshops, etc.; participates in planning of the meetings, assists with meeting arrangements, i.e., preparing packets & notices, scheduling events, securing facilities, acquiring needed supplies & material, contacting targeted participants, etc., takes and transcribes meeting minutes as necessary.
8. Performs other duties as assigned or authorized to achieve office goals and objectives.

PERSONAL CONTACTS:

The personal contacts are with employees within/outside the immediate work area, personnel of other agencies, public & private sector businesses/organizations and the general public. The purpose of these contacts is to coordinate work efforts, provide assistance/advisement, exchange factual information and develop a network of services.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. At times, work will extend beyond the normal eight (8) hour daily schedule. Occasional travel on and off the reservation may be required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training, and Experience:

A. Education : Associates Degree in Public Administration, Business or closely related field:

AND

B. Training : One (1) year of secretarial or business school training which includes software applications, data archiving and account maintenance;

AND

C. Experience : Four (4) years work experience in office management performing complex fiscal, technical and administrative duties which includes supervisory responsibilities.

OR

D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Thorough knowledge of Tribal governmental organizations, administration and management practices
- Knowledge of principles, practices and methods of tribal governmental budgeting and accounting
- Knowledge of good customer service & research techniques principles and practices
- Working knowledge of computers, applicable software and various office machines/equipment
- Good knowledge of records management systems and practices
- Excellent knowledge of syntax, grammar, spelling and punctuation

B. Skills:

- Skill in operating a computer, applicable software and various office machines/equipment
- Excellent verbal and written skill to compose non-technical correspondence, prepare statistical reports, etc
- Skill in prioritizing multiple tasks/projects
- Good skills in effective records management

C. Abilities:

- Ability to follow written and verbal instructions
- Ability to plan and accomplish work with in established policies, objectives, priorities and timelines
- Ability to work independently and exercise sound judgment
- Ability to perform moderately complex secretarial work, i.e., review for accuracy, completeness & conformity
- Ability to maintain strict confidentiality of sensitive information
- Ability to establish and maintain positive professional working relationships when in contact with others

NECESSARY REQUIREMENTS:

1. Possess a valid Arizona Drivers License and complete and pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening (includes a sensitive background investigation and fingerprint check) in accordance with Hopi Tribal Policy.

DESIRED REQUIREMENT:

1. Speak and understand the Hopi language to translate Hopi to English and vice-versa.

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