



EXECUTIVE SECRETARY
Chief Administrative Office

OVERVIEW

This position is responsible for performing administrative and financial duties in support of the Principal Contract Oversight Team (PCOT) project. The incumbent performs duties of considerable difficulty and complexity requiring knowledge and skill in contract/grant compliance monitoring, fiscal management, project timelines and applicable policies, procedures and rules and regulations.

The incumbent provides advanced-level administrative & secretarial support, excellent customer service, and managing office/program activities in support of management. The work consists of duties that involve various related and unrelated processes and methods that relate directly to assisting the Chief Administrative Officer 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.

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. 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.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Keeps well-informed of grant funding policies, regulations, and procedures; disseminates and/or resents changes to department personnel, advises on the implementation and impacts of changes; prepares required reports.
- 2) Administers and coordinates contracts/grants in conjunction with other program personnel; prepares and maintains current financial accounting of the 638 contracts and other grants that are obtained for projects. Recommends and prepares budget modifications reflecting both tribal and federal requirements and provides administrative assistance in preparing, executing and controlling contracts and procurement.
- 3) Participates in all PCOT meetings and provides input and recommendations for the project.
- 4) Assists the Chief Administrative Officer 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.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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.

- 9) 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.
- 10) Performs other duties as assigned or authorized to achieve Tribal/Program/Office goals and objectives.

MINIMUM QUALIFICATIONS

Education: Associate’s degree in Public Administration, Business or closely related field; AND

Experience: Four (4) years work experience in a government setting, performing office management, complex fiscal, technical and administrative duties to include two (2) years of supervisory responsibilities; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of Tribal governmental organizations, administration and management practices.
- Knowledge of principles, practices and methods of tribal government 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.
- 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.
- Ability to follow written and verbal instructions.
- Ability to plan and accomplish work within 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) Required to maintain a valid Arizona Driver’s License and complete/pass the Hopi Tribe’s Defensive Driving course.
- 2) Required to maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver’s license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) No misdemeanor convictions at the local, state, or federal level within the past five (5) years of application.

EXECUTIVE SECRETARY

Chief Administrative Office

Supervisor: Chief Administrative Officer

Salary Range: 38

Classification: NON-EXEMPT

DRIVER’S LICENSE REQUIRED

Revised 02/25/2026

REVIEWED BY:  _____
 Department Director

DATE: 2/26/26

APPROVED BY:  _____
 Human Resources Director

DATE: 2/26/2026