



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Executive Assistant
Department: Bishop Paiute Development Department
Supervised by: Economic Development Director, or designee
Pay Rate: T-8, \$19.57-\$27.40/hr (\$40,705.60 to \$56,992 annually) DOQ
FLSA Status: Non-Exempt Regular/Full-Time

Position Summary: The Executive Assistant is responsible for overseeing the smooth operation of the BPDC Office and provides high level support to the Economic Development Director (ED) and other Managers. The position also supports various clerical and other employees, as determined by the ED, in the BPDC Department.

Job Duties: Oversee day to day office, rental property functions, and administrative operations, including, but not limited to:

- Office supply purchasing and developing procedures and policies for office activities;
- Facility management, including oversight of contract facility maintenance personnel and scheduling of facility use;
- Coordination of office equipment maintenance.
- Coordinates various meeting considerations, including meeting notification, coordination of meeting materials, preparing and distributing agenda and related documents, and making public presentations to Tribal Council and other entities as directed, preparation and distribution of various meeting minutes, as needed;
- Provide administrative support to the ED and to other Managers, as directed;
- Support other personnel, including coordination of work orders and schedules;
- Assist the ED of administrative type functions, including preparing reports, composing correspondence, marketing & advertising, data entry, and coordinating meetings;
- Prepare communication items as directed;
- Provide day-to-day management of the RV Storage Facility, the Mini-Storage Facility, and other properties (including maintenance of appropriate records, rental/lease agreements, customer service, payments and collections, and maintenance of various enterprise physical properties);
- Provide fiscal operational support;
- Provide telephone and virtual meeting support; and,
- Perform other duties as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Research Skills – individual will research various items, as needed.
- 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.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.

- 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, develop realistic action plans and able to work independently or with minimal supervision.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to 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.
- Excellent Written and Verbal Skills – individual will prepare and present reports and other documents in a timely and professional manner.
- Ability to handle a variety of situations and conflicts involving the clerical and administrative function of the organization.
- Ability to use experience and judgment to plan and accomplish goals.
- Strong organizational skills.
- Knowledge of current social media tools and platforms.
- Strong knowledge of modern office practices, methods, procedures and automated systems, with high level of competence in the use of personal computer software, including Microsoft Word, Excel and Publisher and ability to learn tribal accounting software.

Experience and Education:

- A minimum of a High School Diploma or GED, an Associate’s Degree is preferred.
- At least 5 years of advanced administrative work experience.
- Excellent computer and typing skills, communication, grammatical and composition skills.
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Facilitate meetings and public presentation skills.

Other Requirements:

- Shall comply with the Drug-Free workplace Policy and a Criminal Background Investigation.
- Shall comply with Bishop Paiute Tribe’s COVID-19 vaccination policy.
- Subject to drug testing pursuant to the Tribe’s Drug and Alcohol policy.
- Must have a valid California Drivers’ License and be insurable by the Tribe’s insurance agency.

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: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance (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.