



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Executive Assistant
Department: Bishop Paiute Development Corporation (BPDC)
Supervised by: BPDC Director
Pay Rate: E3 \$51,750 - \$72,450 DOQ
FLSA Status: Full-Time; Exempt

Position Summary: The Executive Assistant is responsible for overseeing the effective and efficient operation of the BPDC Corporate Office and provides high level support to the BPDC Director and other Managers. The position also supports various administrative and other employees, as determined by the BPDC Director, in the Bishop Paiute Development Corporation and other business operations.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

Oversee day-to-day corporate office, businesses, rental property functions, and administrative operations, including, but not limited to:

- Provides administrative support to the BPDC Director, including preparing reports, composing correspondence, marketing & advertising, data entry, and coordinating meetings, as directed.
- Builds relationships and trust with key stakeholders and acts as the BPDC Director's proxy to free up the capacity of the BPDC Director to focus on strategic priorities.
- 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.
- Generates contracts and agreements, TERO Compliance Plan Agreements (CPAs) and Procurement Forms in accordance with applicable policy regulations.
- Ensures systems, hardware, software, and platforms, such as network, computers, telephones, Internet and virtual meeting support are functioning properly.
- Prepares and edits letters, memos, reports, presentations, brochures, newsletters and marketing materials, as directed.
- Drafts policies and procedures.
- Performs in managing, leading, assisting and participating in special projects, as assigned.
- Provides support and assistance with research and development of grant applications as well as funding implementation and grant closeouts.
- Oversees facility management, including oversight of contract facility maintenance personnel, scheduling of facility use and office equipment maintenance.
- Supports and coordinates with other managers and personnel in the coordination of strategic priorities and goals regarding planning, schedules, work flow and business processes.
- Prepares, organizes, schedule and attends monthly and annual Board meetings, such as preparing agenda, taking notes, generating minutes, documenting action items & decision, assisting with any requests or concerns.
- Provides fiscal planning, budgeting, and reporting as part of management operational support.
- Generates purchase orders (ENCs and APs) in Microix for payment of invoices ensuring timeliness and

accuracy. In coordination with the Fiscal Department, manages all outside vendor accounts, addressing any account discrepancies and reconciliation.

- Manages the department files and records in both electronic and hard copy.
- Oversees the purchasing and inventory of office supplies, business operational supplies and equipment for BPDC, its businesses, and tenants.
- Assists in the day-to-day management of the RV Storage Facility, the Mini-Storage Facility, other properties (including maintenance of appropriate records, rental/lease agreements, customer service, payments and collections, and maintenance of various enterprise physical properties, as needed.
- Serves as the secondary point of contact in the absence of the BPDC Director.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

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.
- Facilitate meetings and public presentation skills.
- Ability to manage 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.
- 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.

Other Requirements:

- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must be available to be on call after hours, holidays, evenings and weekends for work as scheduled and/or in the event of emergencies.
- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (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.

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

- *Research Skills* – the 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.
 - *Safety Oriented* - Observes surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/ Work Environment:

While performing the duties of this job, the employee regularly is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 20 lbs. Work is generally performed in an office setting and occasionally in an outdoor environment. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events.

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:* _____