



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 103-23

OPENING DATE: 06/02/2023

CLOSING DATE: 06/16/2023

POSTED: IN/OUT

POSITION: Tribal Council Administrator
PAY GRADE: NE8 (\$21.26/hr.-28.70/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Tribal Council
REPORTS TO: Executive Assistant (Tribal Administration)
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Enhances the efficient daily operations of the Governor and Tribal Council offices by performing a variety of secretarial and administrative duties. Informs Pueblo of Isleta Departments and all Tribal Business Enterprises of Tribal Council decisions. Maintains professionalism in all interactions with internal and external customers. Represents the Governor, Tribal Council, or Pueblo of Isleta to others as needed. This position involves the responsibility of directing, coordinating, supervising and planning POI Departments and services. Maintains Confidentiality of all privileged information.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Provides direction to other personnel by answering questions, training on office procedures and reviewing work.
- Manages Tribal Council's Calendar by scheduling all Tribal Council meetings, Tribal Council Board meetings, events, and activities for the Governor's office and Tribal Council including food services when necessary.
- Coordinates meetings with the Tribal Council and other entities, i.e. Government officials, business people, and management.
- Organizes special services or projects through the Governor's Office or Tribal Council.
- Works with other staff members on the scheduling of events and activities.

- Assists in the coordination of tribal events and community projects including feast days, community clean-ups, turkey and ham distributions and church events.
- Represents Tribal Leadership at conferences, workshops, meetings etc., at the direction of the Governor or Tribal Council.
- Maintains relationships with all POI departments and business enterprises, boards, committees, and outside agencies dealing with Governor's office Tribal Council; responds to questions and requests for information in a professional and timely manner.
- Assists in general and special elections as necessary.
- Assists at Per Capita distributions as necessary.
- Assists Tribal Council Boards and Committees as necessary.
- Assist in Adminstrating the Home Site Development Application.
- Attends Tribal Council meetings and takes notes and minutes as requested, documenting action items and decisions.
- Informs POI Departments and POI Business Enterprises of Tribal Council decisions.
- Maintains and prepares payroll for Tribal Council Members.
- Assists the Tribal Council Secretary in preparing Tribal Council meeting minutes for approval.
- Arranges travel by making hotel, flight, car, and per-diem accommodations for Tribal Council members; maintains travel information and distributes as necessary.
- Prepares purchase and payment requisitions and other pertinent paperwork for processing payments; maintains financial records.
- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents communications from draft, and recordings.
- Edits and reviews all correspondence and documents for correct grammar, punctuation, and spelling.
- Monitors incoming signature items and ensures their return or forwards to appropriate department.
- Conducts research to resolve questions or issues; makes recommendations to enhance the efficiency of administrative operations.
- Works with the Tribal Council Leadership in preparing annual budget and budget modifications; prepares reports and supporting data for the annual budget; provides information on availability of funds.
- Receives inquiries and requests reports from POI Departments and Tribal Enterprises.
- Monitors and tracks departmental budgets; provides Directors with budget assistance when necessary.
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department, ensuring professional telephone etiquette.
- Screens incoming telephone calls and correspondence; exercises judgement and responds accordingly.
- Greets internal and external customers and visitors; determines nature of business and announces to appropriate personnel maintaining professional and courteous demeanor.
- Works with the Tribal Council Archivist to maintain and preserve all Tribal Council documents. Maintains an effective filing and retrieval system of departmental communication and information.
- Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.

- Maintains log of all Tribal Council Resolutions and actions; assists Directors in preparing resolutions, obtains appropriate signatures.
- Prepares packets for Tribal Council meetings. Photocopies, collates, distributes, and files documents. Contacts and confirms presenters.
- Transmits outgoing faxes, and retrieves, logs, and distributes incoming faxes.
- Processes complimentary ticket requests, golf, contribution, or hotel amenity requests for governors or dignitaries in coordination with Isleta Resort & Casino staff.
- Orders receives, and maintains office supplies as needed.
- Serves on various committees in support of departments.
- Provides notary services.
- Adheres to the Freedom of Information Act and Privacy Act requirements when releasing sensitive information and ensure confidentiality of all records
- **Maintains confidentiality of all privileged information.**
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises Tribal Council Coordinator and Archivist Technician; provides coaching, counseling, training, and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining, reclassifications and developing support staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Five years related experience.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional forms of government and Pueblo customs and traditions.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows and MAC environment.
- Skill in treating internal and external individuals with tact, courtesy, and respect
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in budget preparation and administration.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to listen to the concerns of employees and the public and provide feedback on sensitive, confidential issues.
- **Ability to maintain confidentiality.**

- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to exercise independent judgement
- Ability to create and present effective speeches and presentation.
- Ability to work independently with minimal supervision.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to make solid decisions and exercise good judgement.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Frequent interaction with the public.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.