



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 157-23**

**OPENING DATE: 09/19/2023**

**CLOSING DATE: 10/03/2023**

**POSTED: IN/OUT**

**POSITION:** Tribal Council Coordinator  
**PAY GRADE:** NE6 (\$17.57/hr. - \$23.72/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Tribal Council  
**REPORTS TO:** Tribal Council Administrator  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Contributes to the efficient daily operations of the Governor and Tribal Council offices by performing a variety of secretarial and administrative duties. Coordinates Tribal Council meetings, travel, and activities. Informs Pueblo of Isleta Departments and all Tribal Business Enterprises of Tribal Council decisions. Maintains professionalism in all interactions with internal and external customers.

*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:**

- Manages Tribal Council's Calendar by scheduling all Tribal Council meetings and Tribal Council Board meetings.
- Coordinates and 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 as necessary.
- Assists in general and special elections as necessary.
- Assists at Per Capita distributions as necessary.
- Assists Tribal Council Boards and Committees.
- Attends Tribal Council meetings and takes notes and minutes as requested, documenting action items and decisions.

- Maintains and prepares payroll for Tribal Council Members.
- Assists the Tribal Council Secretary in preparing Tribal Council meeting minutes for approval.
- Informs POI Departments and POI Business Enterprises of Tribal Council decisions.
- Arranges travel by arranging hotel, flights, car rentals, and per-diem accommodations for Tribal Council members.
- Prepares and submits travel-related documents; 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 and communications from draft, recordings, or verbal instruction as requested.
- 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 operational questions or issues.
- 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.
- Prepares packets for Tribal Council meetings; Contacts and confirms presenters.
- Transmits outgoing faxes, and retrieves, logs, and distributes incoming faxes.
- Processes complimentary ticket requests for Tribal Council in coordination with Isleta Resort & Casino staff.
- Provides notary services.
- Orders, receives, and maintains office supplies as needed.
- 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:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Three 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
- 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 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 work independently with minimal supervision.

**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.