

Sitka Tribe of Alaska
Job Description
EXECUTIVE ASSISTANT

Exempt:	No	Grade:	6 (\$24.16-\$28.05 DOE)
Department:	Administration	Hours:	8:00 a.m.-4:30 p.m.
Reports to:	Deputy General Manager	Effective Date:	October 13, 2023

I. SUMMARY

The Executive Assistant (EA) provides full customer service support, administrative assistance, intake, and calendaring support for the Deputy General Manager. This position is responsible for setting a positive and professional tone for the Tribe and ensuring the day-to-day operations run smoothly. This position is the first image of the Tribe and must maintain a professional, neat appearance. The Executive Assistant also supports the enrollment and travel office as needed.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

This position reports to the Deputy General Manager and does not supervise any positions.

B. Executive Assistant Responsibilities

- Provides Executive Assistance to Deputy General Manager
 - Coordinates the calendar and notifies the DGM daily of the meeting schedule. If a meeting goes long, interrupt the meeting to do a reminder of other meetings that may overlap.
 - File all documents in the office; if you notice a pile growing, go through and pull important documents that need to be signed and bring them before the DGM to review/sign
 - Collect admin staff timesheets, get signatures, and submit them to the payroll office
 - Prepare letters requested by DGM, and prepare any documents needed by DGM (check requests, credit card requests, travel voucher- advance or post travel)
 - Assist in promotions and advertisements on social media, STA webpage, radio stations, and local newspaper
 - Organize all credit card receipts and reconcile them to the monthly statements as those are received by the bank, follow up with DGM on any receipts needed, and prepare the appropriate form
 - Check daily with DGM on items she will need assistance with that day
 - By accessing the DGM calendar, emails and documents, you will see confidential information and must maintain strict confidentiality. Adhere to

confidential requirements of trust records.

- Meeting Coordination
 - Ensure the meeting calendar is up-to-date and accurate for all committee meetings, prepare Tribal Council meetings at a glance calendar
 - Schedule conference rooms for reoccurring meetings, send invites, set up and clean up meeting space, check if lunch/dinner will be needed for the meeting and place the orders. Pick up food for meetings as necessary
 - Print meeting materials
 - Organize meeting documents and ensure items that need additional follow-up are completed, tracked, and finalized
 - Attend meetings as requested.

- Enrollment and Travel
 - Serve as backup to the Compliance and Enrollment Specialist when that position is out of office, learn and be able to run Tribal ID cards and accept applications for enrollment. Review for completeness as it is dropped off by the potential citizen
 - Serve as backup to Executive Assistant to GM and coordinate travel for staff/Council as needed when that position is out of the office. Learn the process for doing travel and be available to address any issues the traveler may run in to while traveling.

C. General Duties

- Answer the main telephone line pleasantly and professionally; respond to inquiries quickly
- Greet visitors pleasantly and professionally and conduct basic screening for purpose of referring them to the appropriate department
- Process incoming and outgoing mail daily, keep electronic record; forward line-item costs to the Finance Director on a quarterly basis
- Work with administrative staff to maintain and order office supplies
- Keep entry, reception, lobby, and conference room - including window areas - neat and clutter-free
- Maintain copier/fax/printer supplies, check and stock copier paper/toner levels daily
- Assist the DGM in planning and coordinating special events, meetings, and events
- Run errands as needed

D. Meetings, STA Reporting and Professional Conduct:

- Keep the DGM up to date on all work projects, including present and potential problems

- Attend administrative staff meetings, STA all-staff meetings, and other meetings as requested by the Deputy General Manager
- Participate in STA all-staff events (which may occur after hours or on weekends) including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, the Children's Christmas Party, and other all-staff events that arise throughout the year.
- Maintain strict confidentiality of all client information
- Respond to questions/comments in a courteous and timely manner
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Keep a neat, clean, and professional appearance
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- High school diploma or G.E.D and
- Two years of increasingly responsible, varied, and highly skilled clerical work.

B. Experience

- Previous experience in a professional office setting

C. Additional Requirements

- Must possess a valid Alaska State Driver's License

D. Knowledge, Skills and Abilities:

- Strong written and oral communication skills
- Strong organizational skills
- Ability to handle multiple tasks and work under short timeframes and attend to details
- Ability to handle confidential information with tact and discretion
- Advanced level of computer skills and at least one-year experience using Microsoft Word, and Excel
- Ability to work independently with brief verbal instructions
- Demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense,

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.