



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	

JOB DESCRIPTION

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Executive Assistant and Senate Recording Secretary

DEPARTMENT: Administration

SUPERVISED BY: Tribal Chairman

POSITION SUMMARY

Under the supervision of the Tribal Chairman and General Manager, the Executive Assistant and Senate Recording Secretary will provide secretarial and records management support to the Swinomish Senate, the governing body of the Swinomish Indian Tribal Community. This position also provides secretarial and administrative support to the Tribe’s Chairman and General Manager, and supervises the Administration Receptionist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cultural Competence

- Possess and demonstrate a meaningful commitment to Native communities
- Enjoy and excel working in a cross-cultural and interdisciplinary work environment
- Understand, appreciate and support cultural practices of the Tribal community
- Effectively and appropriately communicate with the Swinomish Senate, Senate Committees, and individual Tribal members

The Chairman, Tribal Senators, and the General Manager

- Sort, scan, and distribute incoming correspondence; including faxes, email, and mail
- Prepare responses to correspondence for routine inquiries, and review correspondence and documents from other departments for the Chairman’s signature
- Schedule, manage, and maintain meeting schedules (in-person, by phone, or zoom) – working closely with the Committee Coordinator. May include coordinating room reservations, and arrangements for catering or food service.
- Answer and return phone calls
- Provide information to Tribal members and staff
- Receive visitors
- Reconcile accounts and credit cards, and process billings for payment in the Finance Dept. software
- Review and approve timesheets for accuracy, when requested
- Maintain yearly memberships for various tribal organizations

Senate Meeting Administration

- Management and maintenance of a large volume of paper and electronic documents, which consist of the official records, and foundational and organizational documents of the Swinomish Senate and Swinomish Indian Tribal Community
- Maintain hyperlinked index of all official records
- Oversee storage and upkeep of fire-proof storage facility for official records

- Comply with and stay up to date on archival standards for historical document preservation
- Coordinate Senate meeting scheduling
- Provide notice of upcoming meeting dates
- Prepare meeting documentation for populating agendas in Senate agenda software, including:
 - Monthly Department Reports
 - Proposed Resolutions and Ordinances, and all required backup information
- Prepare signature copies of resolutions, ordinances, grants, contracts, etc.
- Verify presenter attendance
- Oversee the recording of meeting
- Obtain necessary signatures on official documents and distribute to appropriate departments
- Follow-up on action items
- Prepare minutes
- Schedule bi-yearly Senate retreats
- Attend, record, and provide minutes for all meetings of the General Council

Administration Receptionist Supervision

- Provide day-to-day support and guidance to the reception team
 - Maintaining and coordinating Admin Building vehicle schedule
 - Supply and equipment/purchasing
 - Ensure the mail is brought in daily and promptly distributed to office mailboxes
 - Schedule fill-in receptionists as needed
 - Review and approve timesheets for receptionist and fill-ins

The specific job duties described above are intended to be primary examples of assigned tasks and are not meant to be exclusive. Employees are expected to perform any reasonable duties and tasks assigned to them by their supervisor or department director.

MINIMUM QUALIFICATIONS

- An Associate or higher degree
- Four or more years of experience in an administrative role reporting directly to upper management
- Excellent writing and oral communication skills
- Strong interpersonal communications skills
- Flexible team player, willing to adapt to changes and unafraid of challenges
- Effectively and appropriately communicate with the Swinomish Senate, Senate Committees, and individual Tribal members

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain strict confidentiality of information related to the Tribe and its employees
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects
- Proficiency with office productivity tools and an aptitude for learning new software
 - Microsoft Office Skills – ability to prepare tables and use functions in Excel, use track changes while editing, hyperlink documents, archive emails, create, update, manipulate and maintain appointments/calendars, databases and spreadsheets
 - Adobe Pro – ability to edit, redact, OCR PDFs
- Have or promptly obtain a Washington State driver’s license
- Have or promptly obtain a Washington State notary’s license and stamp
- Experience in overseeing budgets and expenses
- Experience in developing internal processes and filing systems
- Experience in employee supervision

WORK ENVIRONMENT AND TIME COMMITMENT:

- Work schedule is 40 hours per week and primarily in-office, with possibility of some hybrid remote hours.
- Work will require bending, lifting and carrying up to 25 pounds, walking over rough, overgrown and uneven terrain.
- Work is performed primarily indoors with occasional outside visits as required.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Executive Assistant and Senate Recording Secretary is considered to be an Exempt "standard Hours" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.

Employee: _____

Supervisor: _____