**VACANCY ANNOUNCEMENT**

**POSITION:** ADMINISTRATIVE ASSISTANT  
**BRANCH:** EXECUTIVE  
**STATUS:** FULL TIME NON-EXEMPT

**LOCATION:** PARKS AND RECREATIONS, CONCHO, OK

**ISSUE DATE:** JULY 17, 2019  
**UNTIL FILLED**

**GENERAL DESCRIPTION:**
The Administrative Assistant reports directly to the Parks and Recreation Executive Director and shall provide administrative support for the effective management of the Parks and Recreation Department. The incumbent shall manage workflow through assigning tasks based on skill and proficiency, ensuring that deadlines are met and work is completed correctly. The Administrative Assistant shall assist in training staff members, new hires, implement, and monitor programs as directed by management, and see programs through completion.

**DESCRIPTION OF DUTIES:**
- Develop and maintain a cuff account for the department and reconcile monthly with expenditure reports from treasury to ensure proper coding and expenditure.
- Ensure all aspects of human resource management is being achieved and in accordance with applicable laws.
- Responsible for creating flyers and other methods of communication to Indian communities regarding the parks and recreation department.
- Coordinate the procurement of vendors and suppliers for the department.
- Assist the public in utilizing tribal facilities in the communities.
- Responsible for all administrative functions for the department.
- Develop and maintain daily mail log for incoming and outgoing mail for the department.
- Develop and maintain a daily visitor log for the department.
- Maintain the property inventory for the department.
- Manage daily/weekly fuel receipts and reconcile with reports provided from treasury department.
- Develop and manage expenditure reports for various renovation projects as well as maintenance costs associated with the department.
- Generate memorandums, emails, and reports (as needed).
• Assume responsibility of all office equipment
• Serve as property custodian for the Department
• Maintain office supplies through developing and maintaining inventory checklists
• Responds to questions and requests for information
• Answer incoming calls and assume all receptionist’s duties when needed
• Perform related duties as assigned.

QUALIFICATIONS:
• Must be able to communicate effectively with staff members.
• Must understand the recreational, social, and cultural needs of the community.
• Must have good grammar and computer skills.
• Verifiable experience in administrative support or related field.
• High School Graduate or GED
• Must possess valid Oklahoma Driver’s License
• Must have good driving record and be insurable through fleet management insurance
• Cheyenne and Arapaho Tribal Preference

SALARY:
Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE:
Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, Valid Drivers License and CDIB to:

Personnel Department
P.O. Box 167
Concho, OK 73022
atisdale@c-a-tribes.org
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.c-a-tribes.org