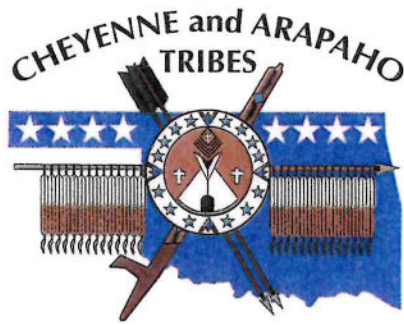


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

*****VANCY ANNOUNCEMENT*****

POSITION: Labor Executive Assistant
LOCATION(S): Concho, OK
Department(s): Labor
Program: Administration
Job Status: Full Time
Exemption Status: Non-Exempt
Reports to: Executive Director of the Department of Labor
Positions Supervised: DOL Special Project Manager
Issue Date: October 14, 2022 **Closing Date:** Until Filled

BASIC PURPOSE:

The Executive Assistant shall serve as the office manager for the Department of Labor (DOL) Administration Office. The Executive Assistant shall be required to assist the Executive Director in developing special project plans, workforce policies, and enforcement of ordinances and laws. The Executive Assistant shall assist the Executive Director in preparing plans of action and/or corrective actions to improve any compliance issues that affect the Department of Labor and Programs within. The Executive Assistant shall analyze applicable policies and procedures and make conscious decisions on behalf of Executive Director to ensure the thorough management of the Department of Labor.

TYPICAL FUNCTIONS:

- The Executive Assistant shall perform general clerical tasks and office duties. The Executive Assistant will be responsible for dissemination of information, and assisting the Executive Director in maintaining or monitoring schedules for all program directors within the Department of Labor.
- The Executive Assistant shall assist the Executive Director in developing and completing memorandums, correspondences, reports, monitoring, and inter-department policies, procedures to ensure effective and efficient management of all programs within the Department of Labor.
- The Executive Assistant shall manage all accounts payable, receivables, property inventory, record keeping, personnel/payroll requests, travel authorization, cuff account, and budget monitor for the Department of Labor Office.
- Must adhere to the Tribes' Procurement Policies and Procedures in obtaining and securing necessary quotes for supplies, equipment, and filing of procurement documentation.

- Professional communications skill, explains concepts, and program services to the public, professionals, and Tribal delegates/leaders in a polite, diplomatic, and manner.
- Leverage technology to reduce the labor intense of repetitive tasks such as data collection, correspondences, and electronic communications.
- Assist Executive Director in preparation of monthly program meetings and reporting.
- Must be able to take meeting notes and provide brief reports to all parties involved.
- Carries out other duties as assigned by the Executive Director as they relate to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of employment and training needs among Native Americans.
- Knowledge of placement in program components and activities.
- Skilled in preparing statistical reports.
- Must be skilled in operating various types of office equipment and software applications.
- Experience working with non-Indian communities.
- Ability to communicate effectively orally and written.
- Ability to create project timelines to ensure programmatic success.
- Ability to work well under pressure due to time elements.
- Must have the ability to maintain a wholesome and favorable rapport with the tribal members, tribal employees and leadership.
- Ability to perform under minimal or no supervision.
- Must be willing to work beyond the normal working hours if necessary.

MINIMUM QUALIFICATIONS

Education Required: Associate's Degree (college or university). A combination of education and experience may be considered as a substitute for degree requirement.

Experience Required: Five (5) years' experience with federal, state, or tribal government.

Computer Skills: Must have basic computer skills

Certificates & Licenses:

- Must possess a valid Oklahoma State Drivers

Special Requirements

- Must be able to pass a O.S.B.I. Background Investigation.
 - Must have dependable transportation
 - Must pass drug and alcohol testing.
 - Cheyenne-Arapaho Preference.

SALARY: Negotiable, depending on qualifications and experience.

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

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov