



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

SENIOR EXECUTIVE ASSISTANT

Position Description

Opens: June 16, 2021

Closes: June 30, 2021

Department:	Executive Direction	Reports to (title):	Executive Director
Job Code:	E-13	Job Location:	Bois Forte Tribal Government
Pay Range:	Negotiable	Supervises:	None
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2016
		Revised Date:	

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Senior Executive Assistant provides executive level assistance and confidential administrative or specialty work for the Bois Forte Chairman, Council and Executive Director. The incumbent often serves as the central communication link between varied functions. The work involves independently gathering, formatting, and analyzing information on a wide variety of topics, responding to requests for information which requires knowledge of the Bois Forte Tribal Government, departments, boards/commissions, and general information.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Maintains regular contact, and serves as initial contact, with government officials, elected officials, board and commission members, representatives of business or community organizations, the public, the press and all levels of Tribal Government.
2. Performs highly responsible, complex, and confidential administrative duties assisting the Executive Director in planning, coordinating and directing activities of the Bois Forte Tribal Government.
3. Organizes and coordinates the office operations and procedures in order to ensure effectiveness and efficiency.
4. Prepares agendas and minutes for the Tribal Council; records and transcribes dictation from meetings.
5. Performs a wide variety of complex, confidential duties for the Council and Executive Director.
6. Supervises, trains, and evaluates administrative support staff.
7. Performs election-related duties, such as acting as the filing official.
8. Collects information on operational and administrative issues.

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9. Manages special projects that do not fall under the responsibility of existing departments or require special handling and attention.
10. Receives complaints and requests for information on Tribal Government activities.
11. Makes travel arrangements for the Tribal Council and Executive Director.
12. Prepares requisitions, purchase orders and resolutions; processes reimbursement claims for the Tribal Council.
13. Assigns and monitors clerical functions, ensuring adequate coverage of office responsibilities during regularly scheduled office hours.
14. Aids in the coordination of offices services such as record control, information gathering and other routine office work.
15. Performs delegated responsibilities to assist the Executive Director, exercising independent judgment or decision - making as the situation warrants.
16. Plans, coordinates and schedules meetings involving Tribal Government and Tribal Council; makes schedule changes as deemed necessary.
17. Identifies special event needs on a yearly basis; books event space and assists in contracts; makes arrangements for food and beverage service; ensure appropriate décor (linens, color scheme, centerpieces etc.); arranges audiovisual equipment; identifies emcee and speakers and books them for event; orders supplies for events, such as door prizes etc.; proposes new ideas to improve the event planning and implementation; assists in on-site production of event; identifies volunteers to serve on the event committee; and creates a budget for the event, based on the past 2 year expenses and other estimates.
18. Creates a data base of dignitaries, updating it on a yearly basis to assist in marketing events using email, letters, and posters etc. and disseminates information relative to importance to Band members.
19. Assists in the development of the Bois Forte Tribal Government Annual Report.
20. Inventories office equipment and machines, ensuring all office equipment is properly maintained.
21. Maintains records, both hard copy and electronically.
22. Provides a variety of routine and complex clerical, administrative and technical work in the administration of the Tribal Government.
23. Researches, compiles and prepares data for reports; develops and conducts special surveys; and composes, edits and distributes correspondence, forms, and reports.
24. Assembles materials; prepares agendas, records action items and minutes for various meetings.
25. Coordinates activities with Tribal Government departments.
26. Answers multi-line telephone system directing caller to destination.
27. Greets visitors, ascertains nature of business, and directs visitors to appropriate staff person.
28. Aids the Executive Director by coordinating office services such as record control, information gathering, and other routine office work.
29. Performs delegated responsibilities to assist the Tribal Council, exercising independent judgment or decision-making as the situation warrants.
30. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Five years of relevant experience with progressively increasing responsibilities |
| Education: | <ul style="list-style-type: none">• Associate's degree in Business Administration or related field. |
| License/Certification: | <ul style="list-style-type: none">• None. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of the Bois Forte Tribal Government policies, rules, administrative policies and procedures.• Ability to anticipate tasks that need to be completed and to work independently with initiative to accomplish tasks while simultaneously completing the daily routine work. |

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- Well organized with a knowledge of procedures and operating details of Tribal Government.
- Knowledge of methods used to disseminate public information regarding the functions of the Bois Forte Tribal Government.
- Ability to understand the organization and operations of outside agencies that interact with Bois Forte reservation.
- Ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confidential, controversial and sensitive nature.
- Ability to work cooperatively with other departments, Tribal officials and outside agencies.
- Ability to interpret and apply administrative and department policies and procedures.
- Ability to analyze situations carefully and adopt an effective course of action.
- Skills in establishing work priorities and balance multiple projects; knowledge of time management techniques.
- Ability to coordinate information, arrangements and correspondence with minimum oversight.
- Skills in organizing and maintaining complex record and filing systems of electronic and hard copies.
- Ability to work independently and make sound decisions.
- Understanding and respect for the importance of confidentiality on political and Tribal government issues.
- Ability to respond quickly to changing situations and deal with stressful situations.
- Demonstrated skills in writing, composing and editing beyond the normal scope of administrative work.
- Knowledge in basic accounting and finance reporting and compilation tasks; the ability to perform basic math functions.
- Excellent communication skills, both verbal and written, including proper grammar and spelling.
- Ability to analyze and interpret complex information.
- Proficiency with word processing, stenography/ transcription, editing and proofreading skills, spreadsheet applications inclusive of creating forms in MS Office applications (Word, Excel, PowerPoint, Outlook).
- Ability to express creativity and demonstrate initiative.
- Ability to deliver oral presentations and procedures on related topics.
- Ability to produce reports and letters as requested.
- Must have the ability to communicate with the public, have strong interpersonal skills and present a professional demeanor in all interactions.
- Must be accountable, dependable, reliable, and flexible to work overtime when requested.
- Must have the ability to work and contribute as a team member.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames

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and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.

- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Bachelors Degree
- None.

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection

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and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN’S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.