

JOB ANNOUNCEMENT



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



Title: Administrative Officer to the Tribal Chairman **Requisition Num.:** 006-2020

Open Date: 09/16/2020

Closing Date: Until Filled

Department: Tribal Council

Classification: Full-Time

Salary: Commensurate with experience

Location: Valley Center, CA

Opportunity: Under the direction of the Tribal Chairman, provides high-level administrative and professional support to the Tribal Chairperson with the expectation of maintaining utmost confidentiality and records management. Responsible for assisting and supporting by utilizing excellent communication and time management skills and through the execution of a variety of complex administrative duties that requiring sensitivity and discretion. The position acts as a liaison between the Tribal Chairperson, internal and external leadership, Tribal departments, clients, community leaders, outside agencies, and Tribal Citizens. The Administrative Officer to the Tribal Chairman will be a seasoned professional who maintains poise in fast-paced situations and will be required to use independent judgment and initiative in the planning, organization and performance of confidential and time sensitive administrative assignments.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Works closely and effectively with the Tribal Chairman to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Works efficiently under direction, as well as autonomously. Manages the flow of information through the Tribal Council's office, maintaining confidentiality at all times.
2. Manages the Tribal Chairman Outlook calendar of scheduled appointments/ events – national, state and local conferences, legislative events and political fundraising events exclusively and assists with additional shared calendars as needed.
3. Provides back up reciprocity with Tribal Liaison within Tribal Council through cross-training and shared accesses and responsibilities. This may include:
 - a. Draft minutes for each Council meeting and forward the initial draft of the minutes to the Council for review within the designated timeline prior to regular meeting.
 - b. Coordinate all on and offsite Council meeting logistics, to include but not limited to, meeting room reservations; meal planning; AV set-up / meeting room set-up; supplies, etc.
4. Compose correspondence, memoranda, reports, letters, forms and presentations from dictation, notes, verbal instructions or independently.
5. Drafts agendas for all Council meetings at the direction of the Tribal Chairman and Vice Chair.
6. Schedules and coordinates the calendar for executives, arranging meetings, modifying schedules and arranging appointments with internal and external contacts, and arranges for all travel, conferences or event planning as assigned.
7. Procures office supplies and maintains sufficient inventory levels to maintain a highly efficient office.

2 Job Announcement, Cont'd. – Administrative Officer to the Tribal Chairman

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to jobs@rincontribe.org.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

8. Interacts with all levels of management, employees and Tribal members, government agencies and business facilities and responds to inquiries.
9. Responds to questions, provides referrals, resolves problems, and provides positive customer service.
10. Provides administrative support including the maintenance of project files.
11. Prepares presentations and creates documents for meetings of significant organizational interest.
12. Arranges detailed travel plans and itineraries for Chairman's travel. Compiles documents for travel related meetings. Accompanies Chairman when requested.
13. Screens incoming calls and correspondence for the Chairman. Ensures that calls and correspondence are distributed in a timely fashion.
14. Responds to complaints and inquiries. Composes follow-up correspondence for Chairman's approval and signature.
15. Maintains incoming and outgoing mail pertaining to Tribal Chairman. Prepare and maintain a record of incoming and outgoing correspondence.
16. Prepare documents and correspondence for the Tribal Chairman's review, signature and distribution.
17. Attends required meetings and training.
18. Attends Council meetings, conferences and special meetings when requested.
19. If requested, serves as on-site liaison for tours and meetings.
20. May be required to travel as necessary.
21. Represent the Council as a professional staff member at all times and not violate confidentiality by sharing, posting, distributing information of any kind or in any manner without Council's expressed, written consent.

JOB QUALIFICATIONS

Education/Experience and/or Training:

- Bachelor of Business Administration Degree (BBA) or other related field.
- Ten (10) years of increasingly responsible secretarial or administrative assistant experience is preferred.
- Two (2) years of college (Associates Degree) or equivalent and at least two years in an executive level administrative position.
- Must be a Notary Public in the State of California or must obtain within six (6) months of hire.
- Knowledge and experience working with cultural diversities, tribes and/or Native Corporations preferred.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

Work-Related Knowledge:

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; interpersonal skills using tact, patience and courtesy; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Perform responsibility and difficult administrative duties involving the use of independent judgment and personal initiative.
- Principles of business letter writing and report preparation.

Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training.

Resumes will not be accepted in lieu of completed application forms, but may be attached.

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- Must have strong editing, proofreading, and layout skills.
- Principles of procedures of record keeping.
- Type at a speed necessary for successful job performance.
- Functions and secretarial operations of an administrative office.
- Tribal organization, operations, policies and objectives.
- Policies, procedures and administrative proceedings for the Tribal Council.
- Applicable laws, codes, regulations, policies and procedures.
- Operate and use modern office equipment including a computer and various software packages.
- Ability to learn new computer software programs or mobile apps, as needed.
- Methods of collecting and organizing data and information.
- Basic public relations techniques.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
