

NORTHERN CHEYENNE TRIBE
ENVIRONMENTAL PROTECTION DEPARTMENT
POSITION ADVERTISEMENT
2018 #2

POSITION: Administrative Assistant

SALARY: \$18.00-\$20.00 Per Hour

DEPARTMENT: Environmental Protection

ACCOUNTABLE TO: Director

CLASSIFICATION: Permanent Full-Time

OPENING DATE: August 8th, 2018

CLOSING DATE: August 15th, 2018

HOW TO APPLY: Submit a completed application, Resume, three (3) letters of recommendation, Valid Driver's License copy, current driving record from the Montana State Driver's License Bureau, diploma or college transcripts, training certificates, DD-214 Military Service Record (if claiming veteran's preference), a Certificate of Indian Blood or Tribal Identification Copy (if claiming Tribal Preference) to the Human Resources Office, P.O. Box 128, Lame Deer, MT 59043.

SUMMARY OF WORK:

Provides administrative support to the Department of Environmental Protection.

Working with the Director and providing oversight and management of the federal grants and contract budgets for the department. This position is responsible for financial transactions that pertain to accounts payable, accounts receivable, payroll, personnel records, procurement, inventory, supply, vehicle maintenance, travel, training, etc. On occasion, will perform fieldwork to gain technical aspect of programs. This position also performs other duties as assigned.

JOB CHARACTERISTICS:

Work Nature: This position performs financial administrative duties in the operation of the department by providing and interpreting financial information, managing budgets, and managing financial/program reporting. This position requires work outside of normal business hours to attend meetings and to meet project deadlines. This position is responsible for sensitive information, requiring adherence to standard of confidentiality.

Business Contacts: Daily contacts with Environmental personnel with scheduled meetings with the Director, include the general public, tribal employees, US EPA Personnel, other federal employees, state government employees and elected officials, local elected officials, and employees including county and city governments.

Supervision Received: This position will receive general supervision by the Director of the Environmental Department.

Supervision Exercised: This position will exercise supervisory duty/authority over positions outlined by the Director and documented in writing.

Essential Functions: **Administrative** duties require the organization, planning, scheduling, budgeting, and reporting to multiple funding agencies. Works closely with the Central Finance, Procurement, Property and Supply, and Human Resource Departments of the Tribe to ensure accountability in program expenditures and requirements. Must have knowledge of the OMB circulars in regards to Federal and State program management and finances.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge: This position requires knowledge of the N.C. Tribal Personnel, Travel, Property, Purchasing, and Financial Management manuals. Requires knowledge of federal requirements as they pertain to the administration and management of federal grants.

Skills: Implementation of procedures and budget/program management. Also, position requires computer software skills, records management, and use of office/field equipment.

Abilities: This position requires the ability to organize, plan, and assist in the development of programs, proposals, and workplans. This position requires the ability to perform complex administrative duties, deal with administrative detail, handles stressful situations, exercise sound judgment, work without supervision, communicate effectively orally and in writing, follow verbal and written instructions, and establish effective working relationships with fellow employees, supervisors, and the public. On occasion, this position requires the ability to conduct fieldwork in all weather conditions, operate field equipment, use program vehicles. Also, this position as related to the entire department will have other duties assigned and will likely be cross-trained to assist other departmental programs.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

1. Provides direct financial management, budget planning, analyzing and monitoring controls.
2. Provides direct management of grant and contract budgets for the department.
3. Oversee monthly and quarterly financial reporting and forecasts of organizations financial performance against budget, financial, and operations goals.
4. Oversees and processes all travel requests, authorizations, and reconciliations.
5. Oversees and processes all payroll and human resources transactions.
6. Manages and coordinates all departmental position advertisements.
7. Submits all procurement, property/supply, and contract transactions.
8. Submits final program reporting due to the funding agency for all programs.
9. Provides financial records management and maintains inventory.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Submits accurate and timely reports
- Demonstrates good time management.
- Adheres to standards of confidentiality.
- Observes work hours.
- Adheres to safety standards.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisor and the public.

EDUCATION AND EXPERIENCE REQUIREMENTS & DOCUMENTATION:

1. A Bachelor's Degree from an accredited college or university with major coursework in natural resources, environmental science, business administration or management, or related science field. Must provide copy of credentials.

OR

2. A combination of education, experience, and training: At least THREE years of specialized experience that demonstrates understanding of grants development, management, program administration (in natural resources, environmental protection, or business management), college-level education, and training that provided professional program knowledge. Research internships may count toward work experience and must be documented on resume. Must provide a copy of your college transcripts and training certificates.

ADDITIONAL KEY REQUIREMENTS:

- Must sign waiver for pre-employment drug testing and pass urinalysis screening.
- This position requires use of program vehicles and equipment. Must possess a valid driver's license and be insurable under the Tribe's Insurance Policy. Must provide a copy of driver's license and driving record with 30 days of submitting job application.
- Must sign a disclosure statement and agree to a background check. Selection and retention in this position is contingent on a successfully adjudicated criminal history check and background investigation.

- Indian Preference will be given to qualified enrolled members of a federally-recognized tribe, with priority consideration to members of the Northern Cheyenne Tribe. Must provide a copy of your Certificate of Indian Blood or tribal identification.
- Veterans Preference will be given to applicants discharged or released from active duty in the Armed Forces under honorable conditions (i.e., honorable or general discharge) are eligible for veterans' preference. Must provide DD-214 Military Service Record.