



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Government Services Executive Assistant
PAY GRADE: NE10
FLSA STATUS: Non-Exempt
DEPARTMENT: Administration
REPORTS TO: General Services Director

GENERAL PURPOSE:

Provides support to the General Services Director; performs a variety of complex administrative duties related to organizing, controlling and coordinating the maintenance of tribal records, documents, licensing transactions and filings. Responsible for processing and handling various applications, including registration of dogs, permitting for land development and issuing of business licenses.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Serves as the primary point of initial contact on any matter directed to the General Services Director; independently researches and prioritizes incoming issues and determines appropriate course of action, referral, and/or response; formulates and disseminates written responses as appropriate.

This position serves a critical role in ensuring that all applications, permits/licenses, and inquiries are processed accurately, efficiently, and in compliance with relevant regulations/laws/ordinances, etc.

Prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Assists with general contract management and administration; oversees the processing and preparation of contract documents; coordinates with Tribal Attorneys as needed; monitors contract conditions to assure compliance with procurement codes; assures proper signatures are affixed and attests to validity.

Administers the issuance various regulatory licenses as assigned, etc., in accordance with applicable tribal ordinances and other regulations.



Manage Land Development Permits: Receive and process land development permit applications, ensure compliance with code regulations, coordinate with relevant authorities, and issues permits once all requirements are met.

Process of Dog Registration Applications: Process of registration applications, ensure that the necessary documents and fees are submitted, verify the information provided, and issue registration certificates.

Administers the issuance of Tribal licenses subject to the Animal Ordinance. Serves as custodian of official Tribal records and public documents; performs certification and recording for the Tribal as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring Pueblo certification; catalogs and files all Pueblo records.

Issue Business licenses: Receive and process business license applications, assess the suitability of the applicant, ensure compliance with relevant regulations, and issue licenses.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Prepares and advertises meeting agendas, bid and other advertisements; prepares legal notices of public hearings and special meetings; terminology, recording, indexing and filing for the public record; distributes information as requested; prepares and distributes agendas,

Welcomes visitors, determines nature of business, and announces visitors to appropriate personnel, maintaining professional and courteous demeanor.

Manages the General Services Director's calendars and schedules appointments.

Maintains and publishes monthly calendar.

Organizes programs, events, meetings or conferences by arranging facilities and caterers, issuing information or invitations, coordinating speakers and controlling event budget.

Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department, ensuring professional telephone etiquette.

Assists General Services Director in the preparation of packages and presentations for meetings.



Performs complex and confidential administrative functions including developing written correspondence. Responds to routine external correspondence. Types resolutions, ordinances, memos, purchase requisitions, payment requests and other department forms and documents.

Creates and maintains database and spreadsheet files.

Conducts research as requested.

Maintains confidentiality of all Office matters and research matters.

Provides back-up support to other administrative and secretarial functions.

Reviews all outgoing correspondences, reports and other documents prepared for signature.

Provide timely communication on procedures, requirements and other matters in order to carry out Taos Pueblo's goals and priorities.

Establishes and maintains an effective filing and retrieval system.

Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.

Performs other duties as assigned.

SUPERVISION EXERCISED:

May provide immediate supervision to temporary or seasonal clerical support staff as needed or on a project-by-project basis.

MINIMUM QUALIFICATIONS:

Associates Degree in Business Administration with five years administrative experience supporting an Executive, bookkeeping experience, community planning. Or equivalent experience/training in the area of Business Administration or related field. Bachelor's Degree in Business or Public Administration preferred. Tiwa speaking preferred. Valid New Mexico Driver's License with the ability to meet the Pueblo's liability insurance requirements and maintain Must be able to pass drug test and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:



- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Knowledge of general accounting principles.
- Skill in operating business computers and office machines, including in a Microsoft and Windows platforms, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Database management skills.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the executive and department in a professional manner, building respect and confidence.
- Ability to gather and analyze statistical data, compile information and generate reports.
- Ability to analyze and solve problems.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written materials.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to sit; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee occasionally is required to stand; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

Work is regularly performed in an office setting with a low noise level. Evening and/or weekend work may be required.

EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee's Signature

Date

