

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Coordinator II (Administrative Support)

EXEMPT: No	JOB CODE: 4-TS T6
TARGET SALARY: \$15.38-\$18.09/DOQ	SHIFT: M-F 8 to 5
PROGRAM: Housing	LOCATION: Housing
REPORTS TO: Housing Director	

SUMMARY: Assists the Housing Director/Assistant Housing Director in planning, organizing, and implementing housing programs and/or functions. Work involves freeing the superiors to focus on critical demands by performing a variety of administrative support functions under minimal direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

OFFICE MANAGEMENT

Performs office management duties; oversees the maintenance of fiscal records, budget reports, budget monitoring, supporting documentation for draw requests.

Enters and manipulates data and information in word processing, spreadsheet, and database applications by creating word processing templates and form letters, macros and functions, or tables. May maintain web pages.

Assists with human resources records; statuses, leave balances, new employee orientation, benefits, accident reports, and workman's comp reports.

Determines which information requires immediate attention of the Director and refers other matters to various staff and departments

Plan, coordinate and/or participate in meetings, seminars, workshops, conferences, and in-service training sessions or related activities as assigned by the Director and/or Assistant Director's absence.

Prepares correspondence for Director review and signature.

Take notes at meetings as directed by Director (Management Team, Coordinators meetings, Staff meetings, etc.)

Answers, screen, forward calls to and take messages for the Housing Director (HD), or to the appropriate person.

Manages Director and Assistant Director's schedule, responsible for scheduling appointments and reminding them of upcoming events (travel, meetings, appointments, staff leave, etc.)

Reviews and recommends technological and procedural changes to ensure compliance with policy and improve work processes.

Acts as the Grievance Secretary for Housing Residents and Applicants.

Administrator for Housing Server and software such as HDS, File Niche, etc., and must maintain all program and account usernames and passwords in a secure place.

Serves as a lead worker on special projects as assigned by Director and/or Assistant Director.

FINANCIAL MANAGEMENT

Lead on SAGE (MIP) Accounting Remote Access; reconciles Account Receivables (HDS) to General Ledger (MIP)

Manages and schedules timelines and assists with grant proposals, submissions and grant reporting.

Prepares and tracks processing of contracts and other financial documents.

Review all expenditures for budget compliance and account codes prior to Director or Assistant Director approving expenditures.

Monitor Budgets on MIP vs. Project Budgets and enforces expenditures according to budgets. Prepares budget modifications for Director approval.

Monitor budget reports and MIP details for accuracy and prepare AJE's when necessary.

Assist ASD with reporting and supporting documents necessary for draw downs and grant and contract reimbursements.

Monitor and reconcile project costs to HDS (Work Orders)

Prepare year-end financial schedules and assist with year-end closing process
Monthly closing process for HDS (Receivables).

PROCUREMENT MANAGEMENT

Coordinate and oversee procurement of supplies, inventory system/records, etc.

Initiate and track Materials Requests from the initial request to the payment and completion of all materials ordered as well as maintains all Materials Requests files.

Prepare purchase requisitions, and materials requested to implement required action.

Work with Project Lead to ensure all materials are ordered and received, follows up with Purchasing and Vendors to ensure delivery of all materials ordered

Maintain an inventory system to monitor materials ordered per project are used accordingly.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

High School Diploma or general education degree (GED);

Associates Degree in related field preferred; and

Must have two years of administrative/clerical experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

OTHER SKILLS AND ABILITIES

Knowledge of accounting and/or financial management and budget preparation.

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Must have a working competence in computer applications and be able to use Microsoft Office, especially word processing spreadsheets, Internet, e-mail, Lindsey software and other related programs.

Must have strong organizational and time management skills.

Must have strong filing skills and ability to design and enter information in a variety of formats (such as narrative, manuscripts, business correspondence, statistical tables, etc.)

Ability to prepare and submit reports as required.

Ability to exercise independent judgment in evaluating situations and making decisions.

Ability to plan, organize supervise and review the work of subordinates performing a variety of functions.

Ability to apply and explain rules, regulations, policies and procedures.

Ability to establish and maintain effective working relationships with other employees, tenants, and the public, including low-income, elderly, and disabled persons and, to give information regarding grounds, building facilities, and applicable policies and regulations.

Ability to maintain a high level of confidentiality.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against COVID-19 and provide official documented proof of vaccination prior to employment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually very loud.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: August 2, 2022
CLOSE: August 15, 2022

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.

