

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Coordinator I (Public Safety)

EXEMPT: No	JOB CODE: 4-TS T-5
TARGET SALARY: \$16.26 to \$18.07/DOQ	SHIFT: 8: 00 to 5:00
PROGRAM: Public Safety	LOCATION: ACC
REPORTS TO: Chief of Police	

SUMMARY: Perform highly varied secretarial, clerical and grant management duties for the Neah Bay Public Safety (NBPS) programs. Coordinates various tasks and assignments to fulfill the needs of the NBPS and its associated programs. Assist the Chief of Police and NBPS staff with the efficient operational standards and guidelines set forth by the multiple funding agencies (Tribal, State and Federal program guidelines).

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.

Serves as the receptionist receiving calls and gives information to callers; screens and routes calls to appropriate destination obtains and records callers name, time of call, nature of business, and person called upon; greets visitors, staff, and others in a professional courteous manner; ascertains nature of business and directs visitors or callers to appropriate person.

Provides highly confidential support services for the Chief of Police, Sergeant, and Officers. Must be able to independently prepare documents and cross reference other confidential reports/documents.

Independently develop inter-office memorandums, inter-department correspondence, etc. Receives, sorts, and distributes incoming and outgoing mail and delivers documents and packages to other Tribal departments, as needed.

Operates adding machine, copy machine, facsimile machine, and other equipment; checks and tabulates statistical data; sorts and files documents and records according to predetermined classification, maintaining alphabetical, numerical, index and cross-reference files.

Serves as a point of contact in the absence of the Chief of Police by maintaining communications between tribal departments, state and federal agencies and consultants as required to conduct assigned projects.

Initiates and maintains purchase orders, check requests, travel vouchers, and a variety of files and records of information such as time cards, for the department. Recommends organizational or procedural changes affecting the administrative functions of the NBPS.

Maintains appointment schedule and calendars; makes travel arrangements for program personnel and follows through the appropriate reports. This is to include regular vehicle records up to date on routine maintenance appointments, servicing of tribal owned vehicles and GSA leased units.

Responsible to complete and submit reports to the BIA on a monthly and annual basis.

Responsible to complete the LEOKA, NCIC entry reports on a regular basis.

Responsible for gathering data and enter for the ITI reporting system along with WatchGuard video system.

Assemble and maintain the securing records and checks needed for essential staff security training and clearance requirements.

Record minutes of staff meetings.

Responsible for the development of the annual department budgets, budget modifications as necessary, preparing and submitting adjusted journal entries as needed.

Assists the Chief of Police in preparation of grant applications to BIA, DOB enforcement agencies, emergency management, etc. Responsible to complete the majority of Scope of Work and budgets for grant applications in consultation with the Chief.

Responsible to develop and manage Personal and/or Construction Services Contracts for NBPS. Monitor progress schedules, financially manage and process contract payments according to contract terms.

Responsible for the management of all grants/contracts. This includes but is not limited to; preparing all grants, contracts reporting requirements, fulfilling requests from granting agencies, follow-up on various reporting request from NBPS programs.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED);

Minimum of two years administrative support 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 calculate figures and amounts such as discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume.

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. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Must have the ability to obtain and maintain a Public Notary certification within 3-6 months.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

Ability to understand multiple Tribal and Federal budgets. With the ability to learn and decipher GL codes and their applications to specific line items purchased with Tribal and Federal funding.

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

Compile statistical data from reporting systems and reports for monthly quarterly and annual reports for NBPS and other federally required reporting mandates.

Knowledge of modern office methods, procedures, and equipment.

Knowledge of fundamental record-keeping principles and procedures, receptionist and telephone techniques and filing systems.

Ability to learn and properly assist in the management of ITI reporting system, WatchGuard Video systems and Synology video surveillance system for the ACC security.

Working knowledge of personal computer and related software.

Ability to follow oral and written directions; establishing and maintaining working relationships with other employees, public and private officials, and the general public; learning rapidly, interpreting and applying rules and office policies and procedures.

Ability to maintain confidentiality of records and information pertinent to the nature of work .

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 documented proof of vaccination prior to employment.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 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 The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

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: March 8, 2023
CLOSE: March 21, 2023

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.