



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Executive Administrative Assistant
Planning & Public Works (PW)

OPEN: November 1, 2019

EXEMPT: No

SALARY: (7) \$18.97-\$21.25 p/h DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: November 13, 2019

JOB CODE:

DIVISION: Planning

DEPARTMENT: PW

SUPERVISOR: Deputy Director PW

VACANCIES: 1

JOB SUMMARY: This position is responsible for a variety of support duties within the Planning & Public Works Department which as a staff of 40. Work includes a variety of administration, financial, clerical and secretarial tasks which will range in complexity. Work involves assistance in Planning Administration, Land Use, and Permitting & Transportation Planning. Realty & Probate Division, Tribal Transit and Public Works which includes construction and facilities maintenance. Work hours are 8:00am to 4:30 pm Monday-Friday (occasional evening hours will be required to attend Planning Commission meetings.)

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. May provide backup or additional receptionist support by answering phones and forwarding calls and messages for Planning, Public Works, Natural Resources, TERO, CDFI, Economic Development, Dislocated Fishers and Career Development Departments.
2. Acts as point of contact for Planning & Public Works to field questions & concerns from community, LIBC staff and outside entities either by phone or in person and route correspondence, requests and other follow up to appropriate staff member electronically and ensures follow through.
3. Assist community and staff with intake forms and permit applications, appointments and organize meetings.
4. In the absence of the Transit Manager, answer telephone complaints/concerns from transit riders and document in a database program.
5. Obtain, open and distribute incoming and outgoing mail and other interoffice correspondence on a daily basis to the appropriate staff.
6. Assist Planning Director in day to day activities. Responsible for keeping the Planning Director informed of all incoming requests and inquiries electronically by use of calendar, e-mail or text.
7. Prepare travel arrangements, documents, obtain signatures, submit for processing, and prepare travel receipts for reimbursement. File and retrieve documents on the g drive.
8. Arrange and book conference rooms for Planning & Public Works events.
9. Update social media website, formulate information for newsletters or articles.
10. Arrange for meeting space and catering for the Planning Commission, ensuring meals are delivered and received at the appropriate time and place. Attend Planning Commission meetings, take and transcribe meeting minutes. Post minutes to the g drive and circulate as directed. Update any Planning Commission records/reports as necessary.

11. In conjunction with the Planning & Public Works Directors schedules, schedule monthly staff meetings, take and transcribe meeting minutes, circulate and archive as directed.
12. Coordinate and prepare bi monthly payroll hours for Planning & Public Works staff. Create and/or maintain personnel related records including PAF and account change forms. Track employee hours, annual leave, sick leave and holidays. Provide monthly report to the directors.
13. Order office supplies and equipment and keep copy room, file rooms and conference rooms organized.
14. Archive and retrieve paper and electronic files either internally or with the LIBC Archives Department.
15. Assist with department budgets, work plans and annual reports by filing, copying and making binders.
16. Prepare copy, file, submit and follow up on vendor accounts payable for the department including posting to electronic cuff accounts by vendor.
17. Assist with project contract administration by assisting in the development of contracts/agreements, making files, following up on pending contracts with various departments. Provide updated list of contract initiation through receipt of contract/purchase order and requests for legal review electronically.
18. Monitor construction contract insurance certificate expiration dates and coverages, LIBC business licenses, TERO Compliance Plans, Contractor Safety Plans and electronically, the System of Award Management and WA Secretary of State Corporation look up on potential contractors.
19. Responsible for reservations and associated documents, booking and monitoring motor pool vehicles electronically. Communicates with Motor Pool Manager on vehicle returns and pickups. Obtains vehicle request forms, manage and invoice LIBC departments for use.
20. Monitor motor pool budget, vehicle insurance, and ensure maintenance invoices are paid and logged per vehicle. Work with finance department staff on departmental invoicing for vehicle usage to ensure timely charges. Prepare monthly reconciliation of fuel charges for motor pool and maintenance and public works vehicles by fuel card and vehicle. Provide monthly report for revenue/expense to the Public Works Director.
21. Responsible for reservations and booking the Wexliem building, managing the calendar of scheduled events electronically and departmental or individual billings and fees waived. Work with the Cash Receipts office to reconcile monthly rental transactions to ensure proper revenue recognition. Provide monthly usage and revenue reports to the Planning Director.
22. Other duties as directed.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Associates degree in Business, Communications, Accounting *preferred*
- 2 years full time office assistant experience.
- 2 years full time work experience using computers, Microsoft Word, Excel, Power point.
- Previous experience in planning, realty, construction *preferred*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Be willing to obtain a Washington State Notary License within 90 days of hiring.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Excellent communication skills orally and electronically.
- Ability to accurately take and transcribe notes and/or meeting minutes/recollections.
- Excellent organizational abilities and time management skills.

- Requires the ability to multi task and manage daily responsibilities to ensure priorities are completed in a timely manner.
- Requires the ability to receive and properly control sensitive, confidential and private information.
- Requires the ability to learn, interpret, explain and apply knowledge of the departments' organization, operations, programs, functions, and terminology.
- Requires in-depth knowledge of office practices, procedures and equipment to include copying and large format scanning.
- Working knowledge of personal computer based Microsoft software programs that support this level of work, including but not limited to e-mail, word processing, spreadsheets, presentation graphics, power point and data entry.
- Requires sufficient math skills and ten key experiences to perform financial and statistical record keeping.
- Requires sufficient knowledge of grammar, spelling and punctuation to prepare correspondence.
- Requires the ability to understand and communicate effectively to work independently or in groups.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must be able to function indoors in an office environment. Requires ambulatory ability to sit for extended periods of time. May be required to lift or carry file boxes up to 25 lbs. Position requires interaction with other LIBC departments including those located in and out of the administration building.
- May be required to use a wireless telephone headset.
- Experience with Accufund or master the software (commensurate with the above mention duties) within 90 days of hire.
- Experience with large document printer within 90 days of hire.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.