

# Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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

## JOB ANNOUNCEMENT

**JOB TITLE:** Executive Assistant to the Education Director

**OPEN:** November 28, 2022

**EXEMPT:** No

**SALARY:** (10) \$30.42-34.26/hr. DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full-Time 12 Month

**CLOSES:** December 08, 2022

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Education

**SUPERVISOR:** Education Director

**VACANCIES:** 1

**JOB SUMMARY:** Executive Assistant supports the Lummi Nation Education Director, to ensure a systematic and efficient function of the Lummi Nation Education Department. This position is responsible for a variety of tasks related to developing and maintaining departmental office management systems, to meet all internal deadlines, and provides administrative support to the Education Director. Ensures compliance with and abides by timelines of reporting requirements with State Compact and Local entities, applicable to the Lummi Nation Education department operations. This position also helps oversee Federal and BIE compliance staff; maintain and/or document confidential issues pertinent to educational process, projects, files, and data; serves as a member of the executive administrative team, performing both routine and complex level work.

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

1. Performs a wide variety of clerical duties, including but not limited to typing and preparing letters, memoranda, reports, bulletins, handbooks, questionnaires, purchase orders, and other materials.
2. Responsible for coordinating Lummi Education Department administrative documents for easy accessibility. Will be responsible for maintaining technical and external filing systems that follows internal policies and grant funded rules and regulations.
3. Will work closely with Education Finance Office to coordinate timely submittal of documents to LIBC.
4. Oversee internal handling of Lummi Nation Education Department documents, according to LIBC fiscal cycle, and ensure records are maintained according to internal policies and funding regulations for records management.
5. Continually monitor internal Lummi Nation Education Department administrative procedures, protocols, and interpretations, and proposed internal improvements, as needed, and report findings to the Education Director in a timely manner.
6. Work closely with the Lummi Nation Education Director, Managers, and administrative staff to ensure department compliance and efficient day-to-day department functions are handled accordingly and promptly.
7. Functions in accordance with policies, procedures, laws, rules, regulations, confidentiality, and operational requirements pertinent to the Lummi Nation Education Department.
8. Must act within and maintain the trust and confidence of the Lummi Nation Education Department Administration, in response to a variety of organizational matters, using tact, sensitivity, and discretion.

9. Review and handle confidential and non-routine information in accordance with the WA State/OSPI, Bureau of Indian Education, and LIBC policies and procedures.
10. Coordinate and prepare program meeting agenda, minutes, notices, manuals, and other correspondence, including related support documentation, as needed.
11. Work closely with Lummi Nation Education Department Administrators to meet needs of program requirements and regulatory mandates.
12. Assist in preparation and development of special and recurring reports, as directed.
13. Attend job related training, as directed by supervisor.
14. Ability and willingness to cross train administrative support staff to cover workstations, as needed.
15. Cover and perform duties of other Lummi Nation Education Department Administration or other management personnel, when needed and as directed.

#### **MINIMUM QUALIFICATIONS:**

- Associate degree in Accounting, Finance, or related field; and
  - Two (2) years of experience in a secretarial or administrative support role; **OR**
- Bachelor's degree in Accounting, Finance, Business Administration, Business Management, Tribal Governance and Business Management (TGBM), Native Studies Leadership (NSL), or related field.
- Two (2) years of supervisory experience, *preferred*.
- Two (2) years' experience working in an educational setting, *preferred*.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- High level working knowledge with computer operation and a variety of office and system software including word processing, spreadsheet, presentation, and various applications pertinent to the educational system function.
- Demonstrates dependability, punctuality, and reliability daily. Must be able to adhere to strict attendance expectations.
- Understands WA State/OSPI, Bureau of Indian Education and LIBC policies, procedures, and regulatory practices.
- Ability to maintain high standards of organization skills and maintain professionalism with others.
- Possess interpersonal and management skills.
- Possess relevant and effective communication; both verbal and written.
- Experience enforcing policies and procedures.
- Ability to understand internal accounting procedures and process documents according to required fiscal policy and procedures.
- Ability to read and interpret budget reports and apply knowledge to effectively process internal documents.
- Ability to create reports, graphs, and/or charts from raw data as requested.
- Ability to establish, build, and maintain cooperative working relationships with various departments to enhance the completion of assigned tasks.
- Must prioritize and work well under pressure; and can multi-task in a fast-paced working environment.
- Demonstrates ability to maintain an efficient filing system and record keeping of confidential and other school/accounting records.
- Must be able to work both independently and as a team player.
- Interpret and apply rules and regulations.
- Ability to organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks.

- Must keep accurate and complete records for reporting purposes.
- Must be willing to work flexible hours.
- Ability to handle confidential matters and information in a professional manner.
- Ability to prioritize, despite interruptions, using a high degree of flexibility.

#### **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.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date

#### **TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Salary depends on qualifications.
- Work based cell phone and laptop required (issued by supervisor).
- 90 Day Probationary Evaluation Period Applies.
- Job duration is year-round (12-month employment).

#### **EVALUATION**

- Performance of this job will be evaluated in accordance with provisions of policy on Evaluation of Professional Personnel.

#### **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](mailto: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.