



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

OPEN: November 28, 2022

CLOSES: December 05, 2022

EXEMPT: No

JOB CODE:

SALARY: (7) \$20.07-\$22.60/hr. DOE

DIVISION: Public Works

SHIFT: Day

DEPARTMENT: Public Works

LOCATION: Tribal Administration

SUPERVISOR: Deputy Director

DURATION: Regular Full-Time

VACANCIES: 1

JOB SUMMARY: The Executive Administrative Assistant directly with a cross functional team to perform administrative duties for Planning and Public Works. The ideal candidate is a quick learner, highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced environment.

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

1. Ability and desire to actively look for ways to assist teammates and external parties.
2. Schedule meetings with staff as requested.
3. Collect information from visitors and provide documentation to appropriate staff.
4. Must have attention to accuracy and detail.
5. Ability to work independently and at times, under pressure.
6. Receive calls, determines nature of business and routes message to appropriate staff.
7. Assists community members with various departmental in-take forms.
8. Assist department staff with administrative tasks.
9. Retrieves and routes in-coming, out-going mail daily.
10. Manage the vehicles in the motor pool, track usage, reconcile monthly fuel consumption to each vehicle. Coordinate with Motor Pool Manager for repairs & maintenance.
11. Works with purchasing to obtain purchase orders.
12. Provides back assistance for payroll by obtaining staff time sheets and completing payroll documents.
13. Responsible for maintaining and securing supplies and notifying supervisor on restocking of supplies.
14. Keeps front area and mail/copying area clean and orderly and keep office machines stocked daily this includes all Xerox machines and Large Formatting printer KIP 860, also scheduling of Smart Board, TV, and video conferencing equipment.
15. Manages the file room and plan storage and assists in archiving/scanning documents and other documents.
16. Attend and record minuets for meetings as directed.
17. Assist department staff with Travel documents

18. Assist with the Management of the Wex'liem Reservation Calendar, keep track of all payments received for Rental Fee and Damage Deposit Fee. Coordinate with Maintenance Staff for Agreement Form.
19. Attend Planning Commission Meeting to record attendance, minutes and process their payroll.
20. Assist Transit with daily log data entries.
21. Assist Transit with administrative task as needed by the Lead Transit Operator.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Associates Degree in Business or Accounting *preferred*.
- Must have prior work experience with Tribal administration
- Must have prior experience with Lummi Transit
- 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:

- Experience with Microsoft 365
- Ability to organize, prioritize and deliver tasks in an effective, efficient timely manner.
- Excellent communication skills both verbal and written.
- Ability maintaining files and drafting routine correspondence.
- Ability to maintain confidentiality always.
- Ability to be dependable with good work habits
- Ability to work well with clients and staff, and other departmental staff.

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 Criminal Background Check
- 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.

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.