

# COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

## POSITION DESCRIPTION

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**TITLE:** Senior Executive Assistant/Office Manager

**INTRODUCTION:** This position is located in the CATG Administration Office in Ft. Yukon. The role provides critical support to the Chair, Chief Executive and Administration at CATG and undertakes administrative functions to ensure that the business development, operational and office management are carried out effectively and efficiently. This position shall maintain strict confidentiality in all pertinent duties, matters, information that she/she may be privy to, overhear, or anything considered proprietary. The incumbent works under the supervision of the Executive Director.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Organizes, oversees the office workflow to meet deadlines and the level of quality established by the Executive Director and CATG Council of Chiefs (hereinafter referred to as Council) to ensure that office is operating smoothly.
- Serves as main contact for the Executive Director and Council regarding meetings, trainings, requests and various other requests of the Board.
- Coordinates and record all meetings of the Executive Director and Council. Also, assists with the coordination of special functions such as retreats, gatherings, and special committees as assigned.
- Responsible for the Council report packets, with the assistance of the Administration Receptionist, who transcribes and distributes the minutes, correspondence and reports.
- Prepares correspondence, reports, PowerPoints, spreadsheets and other documents for the Executive Director and Council.
- Maintains the Executive Director's and Council's calendars and liaise this information to CATG personnel and applicable governmental entities.
- Responsible for travel arrangements for the Executive Director and Council. May be delegated, but ultimate responsibility rests with this position.
- Maintains the establishment and maintenance of records, files and data information systems for Executive Director and Council. This includes file management of the network drive for Administration that ensures current policies and procedures, Chiefs' meeting minutes, resolutions, and other documents are uploaded.
- Participates in the grant and contract activities of CATG which includes applications, renewing, monitoring, and reporting.
- Attends confidential personnel meetings and maintains the highest degree of confidentiality - without exception; and, abides by the Federal Privacy laws regarding confidentiality of records.
- Performs other related duties.

**QUALIFICATIONS:**

- An AA or AS Degree or certification from an accredited college in Business or Tribal Management and on a professional development plan to obtain a BA or BS degree.
- A minimum of five years of general administrative work experience; An equivalent combination and/or training may be substituted for experience.
- Supervisory experience and knowledge of policies and procedures, evaluations and governmental organizations that complies with planning and visioning. Organizing workflow and ensuring that employees understand their duties or delegated tasks. Monitoring employee productivity, punctuality, evaluations and providing constructive feedback to improvement of services.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of budgetary, planning and development, organizational and administrative goals; internal operations, and business and management principles.
- Excellent oral and written communication skills with attention to detail.
- Ability to read, interpret and apply a wide range of information and policies; governmental standards, and tribal organizational entities.
- Ability to establish and maintain effective working relationships with other employees, public and private officials, and the general public, in a pleasant and helpful manner.
- Highly organized with ability to multi-task, file maintenance, and ensure timelines are met.
- Above proficient and experience in MS Office and other software.

**OTHER:**

- Experience working with or for an Indian tribe or tribal organization is preferred.
- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- As a Federal contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random anonymous testing thereafter.

• Title:	Senior Executive Assistant/Office Manager
• Location:	Fort Yukon, Alaska
• Supervision:	Executive Director
• Classification:	Full-time with Benefits
• Salary:	DOE
• Approved:	August 17, 2020
• Closes:	open until filled
• Contact:	Andrea Peter, HR Director