



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ▪ 707-566-2288 ▪ www.gratonrancheria.com

ADMINISTRATIVE ASSISTANT

Job Description

Department:	Housing
Pay Range:	\$21.73- \$30.57 per hour

Reports to:	Housing Program Manager
Classification:	Full-time/Non-exempt

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all the Tribal Citizens; and to foster the value of education.

PURPOSE OF POSITION

The Administrative Assistant will provide a full range of complex administrative support for the Housing Department in maintaining and updating the housing database and financial tracking systems and ensuring the confidentiality of the program participant's information. The Administrative Assistant will possess the skills to work both independently and as a team player in order to assist the department staff, and Citizens.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Accepts Housing applications and forwards to Housing Program Manager for review.
- Ensures Tribal Citizens receive letters, rental assistance packets for renewals in a timely manner.
- Follows up with Tribal Citizens regarding returned mail, including but not limited to certified return mail receipts in a timely manner.
- Ensures all calls with Tribal Citizens are properly documented.
- Prepares monthly purchase requisitions for participant and program needs.
- Assists with monthly purchase requisitions for participant and program needs.
- Assists with the preparation of reports on various projects and submissions to funding sources.
- Creates and maintains a secure file for each housing participant in conjunction with Housing Program Manager to secure and hold in confidence participant information.
- Coordinates project schedules with all housing staff, vendors, and participants.
- Serves as an information source for Citizens regarding housing programs.
- Attends to all administrative duties and details in a professional and responsible manner.
- Assists with participant wrap-around support services as requested by supervisor.
- Performs other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM MANDATORY QUALIFICATIONS

- Experience:**
- Two (2) years administrative experience working in an office setting.
- Education:**
- High School Diploma or equivalent (GED) required.

PREFERRED QUALIFICATIONS

- Three years related work experience; associate degree

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to plan and coordinate various and complex projects.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to exercise sound judgement and possess problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied, and, in many cases, there is no precedent to draw upon.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout an organization.
- Ability to adhere to the highest level of professional ethical standards.
- Ability to understand and follow verbal and written instructions.
- Ability to understand and apply applicable Federal and Tribal laws, regulations, and program standards.
- Ability to work some evening and weekend events related to the Housing Program.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural awareness and sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge of the diverse needs of Native American youth and families and the socio-economic issues relating to a diverse Native American population.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Perform other duties as assigned.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Early morning, evening, and/or weekend work may be required. Limited overnight travel may be required from time to time.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) other Native Americans who are members of a Federally Recognized Indian Tribe. Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

Driving: All employees must maintain a current and valid California driver's license throughout employment and must be insurable under the Tribe's policy.

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background investigation: This position is subject to a criminal history background check, a suitability background check, and maybe subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

Drug and alcohol screening: All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug and alcohol testing.

DISCLAIMER: THE INFORMATION ON THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

ACKNOWLEDGEMENT

I have reviewed the content of the **Administrative Assistant** Job Description and have been provided with a copy of the Job Description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Printed name

Signature

Date