



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

ADMINISTRATIVE ASSISTANT I

Job Description

Department:	Environmental
Pay Range:	\$29.16 - \$40.82

Reports to:	Environmental Programs 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 the 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.

POSITION PURPOSE

The Administrative Assistant I will provide and execute a full range of complex administrative and clerical functions for the Environmental Department in an efficient, professional, and responsible manner. The Administrative Assistant I will support all environmental programs, including the Farm & Garden, and events held on tribal lands, which will require working outdoors and interfacing with Tribal Citizens.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Fields incoming calls and provides a timely response to Tribal Citizens regarding produce box deliveries, environmental programs, event details, RSVPs, feedback, and other general inquiries.
- Organizes inventories and orders department supplies and equipment.
- Collaborates and follows up with FIGR Human Resources regarding volunteer application and background status.
- Processes invoices and prepares purchase requisitions for approvals and payment.
- Assists with organizing and maintaining up to date department files and records.
- Enters and maintains assigned program data including produce distribution numbers, waste diversion rates, and Tribal Citizen participation.
- Coordinates schedules and basic logistics for projects, events, meetings, and site visits with staff, contractors, and participants.
- Serves as an information source and point of contact for Tribal Citizens regarding environmental programs, workshops and events.
- Prepares, packs, and distributes event material, produce boxes and other items for distribution to Tribal Citizens.
- Prepares, attends and assists with events, farm stands, and outreach tables.
- Performs other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** A combination of experience and education may be acceptable.
- Two (2) years administrative experience working in an office setting.
- Education:**
- High School diploma or equivalent (GED).
- License/Certification:**
- Must possess a valid driver's license and be insurable under the Tribe's policy.

PREFERRED QUALIFICATIONS

- Three years' administrative experience in an office setting
- Associate degree

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, when there is no precedent to draw upon.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate a record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Ability to 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. Some work is performed outdoors which may involve exposure to adverse weather conditions such as heat, cold, wind, blowing dust, and exposure to other airborne particles. Early morning work, evening, and weekend work may be required, as well as working solitary at times. 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

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 may be 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 IN THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES HIRED FOR 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 I** job description and have been provided with a copy of the job description. I certify that I can 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