

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2022-53**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Executive Assistant
OPENING DATE:	September 22, 2022
CLOSING DATE:	Open until filled
DEPARTMENT:	Governor's Office
SALARY RANGE:	E-15; \$49,442 - \$74,152

Position Summary:

Under general direction of the Governor, performs a wide range of administrative and executive level support functions for the operation and maintenance of tribal government services. Serves as initial contact for the Governor's Office. Achieves results through direction, assistance, and coordination of activities. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains communication with executive staff, department directors, employees, and the public in person, by telephone, or via email to obtain and disseminate information and resolve discrepancies regarding a wide variety of subjects. Provides relevant administrative support to departments and programs within the tribal government.
- Screens incoming calls, visitors, and correspondence; routes to appropriate program staff as required; may respond to inquiries independently based on nature of contact.
- Consistently applies/exhibits professional etiquette and demeanor in contacts.
- Reads, researches, and routes correspondence; drafts letters and documents; collects and analyzes information; initiates telecommunications to conserve Governor's time.
- Reviews reports, surveys, studies, and miscellaneous information to keep the Governor and relevant personnel informed of significant findings.
- Provides administrative support to Pueblo Council; makes travel arrangements; prepares required documents; follows up with accounting office personnel to ensure finalization of travel advances; closes outstanding travel accounts by submitting required documents to the accounting office.
- Reviews, assigns, and develops drafts of correspondence, policy statements, position papers, and other official documents for decisions and further action by appropriate personnel and/or executive(s).
- Reviews and analyzes files, documents, and other printed material to ensure the completeness and accuracy of documents.
- Maintains calendar and appointments for Governor, coordinates and arranges meetings, conferences, programs, and other events.
- Prepares correspondence, reports, meeting minutes, resolutions, and other documents and communications from drafts, recordings, or verbal instruction.
- Edits and reviews correspondence and documents submitted for Governor's signature; ensures accuracy of content, correct grammar, punctuation, and spelling. Initiates dialog with relevant program personnel to resolve identified discrepancies.
- Takes proactive action to ensure the availability of comprehensive reports, documents, or other information which may be required for Governor's meetings.
- Develops, implements, and manages administrative office support systems including digital records and file management within the Governor's Office. Assists other departments and programs to comply with established records and file management policies and procedures.
- Assists in preparing annual budget and budget modifications; conducts research and analysis of the cost of office operations; prepares reports and supporting data for the annual budget, maintains Governor's Office budgets, utilizes cuff accounts, and works accordingly with the Accounting Department.
- Completes and ensures the processing of personnel action forms, purchase requests, requests for payment, travel requests, and other administrative documents for the Governor's Office and/or other personnel as may be directed.
- Creates and maintains database and spreadsheet files; develops required narrative and statistical reports.

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- Acts as liaison between the Governor and relevant external agencies; maintains active communications with programs and Pueblo entities as directed.
- Monitors and expedites time dependent activities and projects.
- views reports, surveys, studies, and miscellaneous information to keep the Governor and relevant personnel informed of significant findings.
- Delegates tasks to appropriate employees to ensure goals are met and promotes responsibility and accountability throughout the Governor’s Office.
- Represents the Governor’s Office and the Pueblo through effective communication and relationship building initiatives to internal and external entities in matters deemed appropriate by supervisor or upon specific instruction.
- Represents the Governor at specified meetings, events, and activities as directed.
- Coordinates the technology needs of the Governor’s Office; purchases hardware and software in coordination with IT; ensures staff is fully trained on systems, policies, and procedures.
- Ensures the confidentiality of privileged information.
- Contributes to a team effort and accomplishes related results as required
- Performs other duties as required.

Minimum Qualifications:

Bachelor’s degree in Business Administration or related field required. Ten years of administrative or executive level experience, including five years advanced computer experience required. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Executive Assistant-Governor is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of traditional form of government and pueblo customs, traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of hard copy and digital records management; of intermediate accounting procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability and skill to exercise/exhibit professionalism in contacts.
- Ability to maintain confidentiality and exhibit high moral character and self-responsibility.
- Ability to be tactful in controversial and divisive situations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.

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- Ability to handle multiple tasks and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to follow oral and written instruction.
- Skill and ability to navigate internet and in use of virtual tools.
- Skill and ability in attention to detail; to recognize inconsistencies or missing information in documents and files.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES