

# KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way  
Happy Camp, CA 96039  
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street  
Yreka, CA 96097  
Ph: (530) 842-1644 • Fax: (530) 842-1646

## Vacancy Announcement

**Title:** Executive Assistant

**Reports To:** Executive Director

**Location:** Happy Camp Karuk Tribal Housing Authority (KTHA) Administration Office

**Salary:** \$56,160 to \$76,960 per year, depending on experience

**Summary:** The Executive Assistant, under direct supervision, will provide administrative and clerical support to the Executive Director and other department directors as required. Orients new employees and maintains personnel files and associated benefits. Reviews, maintains, and recommends needed changes to policies. Supports Construction Manager by preparing advertisements and contracts for projects and maintaining construction files. Conducts all necessary environmental reviews for program and administrative activities. Serves as Recording Secretary for the Board of Commissioners.

**Classification:** Full Time, Regular, Exempt

**Application Deadline: August 3, 2023 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

\*\*\*Skills Test Required Prior to Interview!\*\*\*

## **POSITION DESCRIPTION**

**Title:** Executive Assistant

**Reports To:** Executive Director

**Location:** Happy Camp Karuk Tribal Housing Authority (KTHA) Administration Office

**Salary:** \$56,160 to \$76,960 per year, depending on experience

**Summary:** The Executive Assistant, under direct supervision, will provide administrative and clerical support to the Executive Director and other department directors as required. Orients new employees and maintains personnel files and associated benefits. Reviews, maintains, and recommends needed changes to policies. Supports Construction Manager by preparing advertisements and contracts for projects and maintaining construction files. Conducts all necessary environmental reviews for program and administrative activities. Serves as Recording Secretary for the Board of Commissioners.

**Classification:** Full Time, Regular, Exempt

**Responsibilities:**

1. Serves as Recording Secretary at Housing Board of Commissioners meetings.
2. Assists with preparation of Housing Resolutions as directed.
3. Provides clerical support and administrative assistance to Executive Director, Construction Manager as requested.
4. Assists Board Secretary with tasks as assigned.
5. Shall, under the direct supervision of the Executive Director, poll Housing Board members for duly authorized telephone votes.
6. Prepares construction contracts and place advertisements with Builder's Exchanges and appropriate newspapers as requested.
7. Develops and maintains a construction program, including administration of the construction files.
8. Attends construction meetings as requested to record minutes and maintain attendance list.
9. Conducts environmental review of all program and administrative activities.
10. Maintains the confidentiality and security of all personnel records.
11. Audits all personnel files for completeness and notifies employees and Directors of pending employee reviews and other renewable documents 60 days prior to expiration.
12. Develops and reviews accurate position descriptions prior to requesting posting of vacancy

announcement.

13. Prepares and maintains all forms necessary for orienting new employees.
14. Orients all new employees to the KTHA Personnel Policy and Procedures and be available to answer employee questions.
15. Reviews and maintains documentation pertaining to employee insurance and retirement accounts and be available to answer employee questions. Monitors monthly reports and add/delete employees as necessary. Reviews monthly insurance billing statement and forwards to the Finance Department for payment.
16. Reviews existing program policies and recommends changes as needed, develops procedures for new programs that are developed; maintains, and updates policies as required.
17. Assists the Executive Director with special projects, as directed.
18. Submits written reports to the Board of Commissioners on a monthly basis.
19. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested or required.
20. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess an Associate's Degree from an accredited college in a related field. Progressively responsible work experience in a similar occupation may be substituted for the educational requirement (two years' experience equals one year of education). Experience with HUD housing programs highly preferred.
2. Must have the ability to type at least 45+ WPM.
3. Must have excellent computer skills with basic working knowledge of Adobe Acrobat and Microsoft Office, including Microsoft Word, Outlook, and Excel.
4. Must be a self-starter, well organized, and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
5. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as

telephone communications.

6. Must possess valid driver's license, good driving record, and be insurable by Housing's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Committee Approved:** July 14, 2023

**Employee's Signature:** \_\_\_\_\_