

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

The Karuk Tribe Housing Authority is now accepting applications for the positions of:

EXECUTIVE ASSISTANT, HAPPY CAMP

Deadline: February 9, 2017

This is a full time position based in Happy Camp at the Karuk Tribe Housing Authority.

The Executive Assistant, under direct supervision, will provide administrative and clerical support to the Executive Director and other department directors as required.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy shall apply. If selected, applicants must successfully pass a drug screening test and criminal background check.

Individuals interested in applying for this position must submit an employment application to Dora Bernal, Human Resource Director by mail or e-mail dlbernal@karuk.us.

IMPORTANT: *Skills testing required to qualify for interview.*****

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POSITION DESCRIPTION

Title: Executive Assistant

Reports To: Executive Director

Location: Happy Camp Administration Office

Salary: \$14.00 to \$24.00 per hour, 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. Shall orient new employees and maintain personnel files and associated benefits. Reviews, maintains, and recommends changes to policies. Shall support Construction Manager and Building Inspector by preparing advertisements and contracts for projects and maintaining construction files. Shall conduct all environmental reviews for all program and administrative activities. Shall serve as Recording Secretary for the Board of Commissioners.

Classification: Full Time, Regular, Exempt

Responsibilities:

1. Shall serve as Recording Secretary at Housing Board of Commissioners meetings as requested.
2. Shall assist with preparation of Housing Resolutions as directed.
3. Shall provide clerical support and administrative assistance to Executive Director, Construction Manager, and Building Inspector as requested.
4. Shall assist 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. Shall prepare construction contracts and place advertisements with Builder's Exchanges and appropriate newspapers as requested.
7. Shall develop and maintain a construction program, including administration of the construction files.
8. Shall attend construction meetings as requested to record minutes and maintain attendance list.
9. Shall conduct environmental review of all program and administrative activities.

10. Shall maintain the confidentiality and security of all personnel records.
11. Shall audit all personnel files for completeness and notify employees and Directors of pending employee reviews and other renewable documents 60 days prior to expiration.
12. Shall develop and review accurate position descriptions prior to requesting posting of vacancy announcement.
13. Shall prepare and maintain all forms necessary or orient new employees.
14. Shall orient all new employees to the KTHA Personnel Policy and Procedures and be available to answer employee questions.
15. Shall review and maintain documentation pertaining to employee insurance and retirement accounts and be available to answer employee questions. Shall monitor monthly reports and add/delete employees as necessary. Shall review monthly insurance billing statement and forward to the Finance Department for payment.
16. Shall review existing program policies and recommend changes as needed, develop procedures to new programs that are developed, maintain, and keep policies updated.
17. Shall assist the Executive Director with special projects, as directed.
18. Shall submit 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.
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 a Bachelor Degree from an accredited college in a related field. Progressively responsible work experience in a similar occupation may be substituted for the educational requirement. 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

Approved: March 15, 2012

Council Chairman's Signature: _____

Executive Director's Signature: _____

Employee's Signature: _____