



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Executive Assistant/Public Information Specialist
Department:	Administration
Employment Status:	Politically Appointed
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Council (TC), Trust Board (TB), Tribal Ops Mgr.

GENERAL DESCRIPTION:

The Executive Assistant is the principal assistant to the Delaware Tribe of Indian's Tribal Council and Trust Board. The range of duty varies and is performed through both general and specific delegation by the Council, Board, and Tribal Operations Manager.

QUALIFICATIONS:

3-5 years of experience as an Administrative/Executive Assistant

Requires a high level of confidentiality, personal integrity, teamwork, and ethics

Professional attitude and appearance

Solid written and verbal communication skills

Ability to be resourceful and proactive when issues arise

Excellent organizational skills and a customer service attitude

Multitasking and time-management skills, with the ability to prioritize tasks

Familiarity with project management and planning concepts

Requires the ability to use Microsoft Office Suite programs as well as Microsoft Project.

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

DUTIES AND RESPONSIBILITIES:

Maintain and update the schedule for the Trust Board and Tribal Council of the Delaware Tribe of Indians

Process and prepare memos, correspondence, travel arrangements, packets and/or other documents

File and maintain records

Perform administrative support tasks such as proofreading, transcribing handwritten information, and operating calculators or computers

Prepare all resolutions and meeting packets for the Delaware Tribal Council and Trust Board meetings

Plan and schedule events and/or meetings

Receives complaints and processes them accordingly

Update the Delaware Tribe's social media pages and government website

Prepare and distribute press release materials at the direction of TC/TB/TOM

Provide training and support for the Tribal Council and Trust Board

Write clear, concise reports, memorandums, directives and letters

Other duties as assigned by the Chief, Tribal Council, Trust Board, and or Tribal Operations Manager

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.