ONEIDA TRIBE OF INDIANS OF WISCONSIN
Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
http://oneida-nsn.gov

OR MAIL TO:
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS

POSITION TITLE: Executive Assistant I
POSITION NUMBER: 02563
DEPARTMENT: Police Department
LOCATION: 2783 Freedom Rd Oneida WI
DIVISION: Law Enforcement
RESPONSIBLE TO: Chief of Police
SALARY: E03 $33,098/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: May 2, 2016
CLOSING DATE: May 9, 2016
Transfer Deadline: May 9, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Accomplish the Police Department's objectives by supervising, planning, and organizing all administrative functions required to operate and maintain departmental activities and services. Ensure that services are provided effectively and efficiently to the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Develop and implement administrative operating procedures consistent with the goals and objectives of the Police department.
2. Improve administrative staff effectiveness by mentoring, evaluating, training and corrective actions for employees.
3. Ensure employee's KRONOS time is accurate and complete and submits to the Time and Attendance Department within set time lines.
4. Achieve financial objectives by submitting and monitoring budgets, reviewing monthly expenditures and tracking expenditures. This will include the following:
   a. Administer, monitor, and manage multiple grants to meet compliance requirements; including but not limited to preparing and monitoring budgets, financial and progress reports.
   b. Process account payables and receivables, travel per diem, expense vouchers, appropriation requests, intra-tribal and property management documents.
   c. Maintain inventory of office supplies, forms, equipment and office furniture. This will also include servicing as the liaison with current vendors; research and recommends new vendors for department equipment and materials as needed.
5. Serve as the key contact for building and maintenance repair, and equipment maintenance.

DUTIES AND RESPONSIBILITIES:(Cont.)

6. Gather, interpret, prepare and assist in developing annual/semi-annual, operational plans, budget, monthly departmental reports as requested by management; this includes graphs, statistics and general information. Ensure prompt submission to appropriate management.
7. Keep leadership and other departments informed of status of activities by attending meetings and submitting reports.
8. Schedule and attend department meetings; takes minutes, participates in discussion and distributes materials as needed.
9. Implement and participate in staff development and training programs.
10. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
11. Maintain department roster and coordinates squad changeover.
12. Issues mailbox keys to new employees and maintains I/net Seven computer of magnetic employee card holders.
13. Ensuring staff and employees have the tools to perform effectively and efficiently.
14. Respond to requests and questions from other departments or divisions, Police Staff and other employees; provide assistance and guidance in interpreting internal policies, practices, procedures and programs.
15. Coordinate and oversee special events including conferences and seminars.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and sit; reach with hands and arms. Occasionally stand and stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Ability to operate office equipment such as calculator, fax, copy machine and multi-line phone system.
2. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
3. Skill in preparing, reviewing, and analyzing operational and financial reports.
4. Skill in supervising, training, and evaluating assigned staff.
5. Ability to exercise independent judgment.
6. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
7. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
8. Ability to work independently and meet strict time lines.
9. Ability to coordinator, monitor and follow-up on assignments, requests and directives.
10. Ability to present a professional appearance and demeanor as a representative of the Oneida Tribe in dealing with the general public.
11. Ability to communicate efficiently and effectively both verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems, and make objective decisions.
12. Ability to be a team player and emphasize teamwork to maintain control and smooth functioning workforce at all times.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.

STANDARD QUALIFICATIONS; (Cont.)

17. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Knowledge and experience in Tribal purchasing structure.
2. One (1) year supervisory experience.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Business Administration or related field with two (2) years of Executive Assistant experience; and/or equivalent combination of experience and education.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**