

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-61**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS
EMERGENCY/TEMPORARY HIRE**

POSITION:	Administrative Assistant II
OPENING DATE:	September 28, 2015
CLOSING DATE:	October 2, 2015
DEPARTMENT:	Public Works/Engineering
SALARY RANGE:	NE-9; \$26,187 - \$39,270

Position Summary:

Under general direction of the Engineering Program Manager, enhances the program's effectiveness by providing administrative and secretarial support for the Engineering Program Manager and in-house project managers. Performs complex administrative functions in order to gain results through direction, assistance, and coordination of activities. 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 active communications with programs and tribal entities, contractors, consultants, vendors and the public as directed.
- Screens and routes incoming calls and correspondence and responds independently when possible.
- Arranges for program and project meetings, including room reservations, A/V equipment setup and operation, and preparation and distribution of exhibits and handouts.
- Performs general clerical duties.
- Maintains and updates the departmental web pages for the Public Works Director and in-house program managers.
- Processes check requests, contracts, purchase orders, contractor submittals, RFIs, budget modifications, and contractor pay requests, and coordinates with the accounting office.
- Reviews and develops drafts of correspondence and other documents for the Engineering Program Manager and in-house project managers.
- Reviews and organizes files, documents, and other electronic and printed material to ensure the completeness and accuracy of departmental records.
- Edits and reviews all correspondence and documents for correct grammar, punctuation, formatting, spelling, and consistency with SOPs.
- Maintains tracking logs for transmittals.
- Develops, implements, and manages general administrative office support.
- Assists in preparing annual budget and budget modifications; prepares reports and supporting accounting data as requested.
- Monitors and expedites time dependent activities and projects as determined by the Engineering Program Manager.
- Prepares sign-in sheets, minutes, agendas, memos, forms, directories, and other documents.
- Assists the Program Manager in the management of his/her schedule, calendars and appointments.
- Develops, maintains, and monitors spreadsheet for consultant and contractor project budgets, schedules, invoices and payments to ensure contract compliance. Prepares summaries and reports.
- Coordinates special events and activities for the Engineering Program.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence concept and values.
- Performs other duties as required.

Minimum Qualifications:

Associate's degree in Business Administration or related field plus five years administrative or secretarial experience and two years advanced computer experience required. Previous experience with engineering design and/or construction terminology and processes preferred.

Job Announcement No. 2015-61 Administrative Assistant II (Emergency/Temporary Hire)

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 Administrative Assistant II is designated a **Moderate Risk Trust (MRT)** 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	
Must Be Able to Drive a Pueblo Issued Vehicle	
Other	

Knowledge, Abilities, and Skills:

- Knowledge of modern office practices, procedures, and equipment.
- General knowledge of planning, design and construction activities, processes, and terminology.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of records management and basic 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 to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work with minimal supervision, to handle multiple tasks, and meet deadlines.
- Ability to follow oral and written instruction.
- Skill in computer use, including Word, Excel, Access, PowerPoint, and software unique to program.
- Skill in working with the websites.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in document management, filing, and record-keeping.
- Previous experience with engineering design and/or construction terminology and processes preferred.

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 POEmployment@lagunapueblo-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 Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES