



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257

Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	No
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	No

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Administrative Support Specialist
DEPARTMENT: Planning & Community Development
SALARY:

POSITION SUMMARY

Under the direction of the Planning & Community Development Director, the Administrative Support Specialist is responsible for performing administrative and clerical responsibilities/duties, including highly confidential issues regarding Planning & Community Development employees and/or Housing Division matters. Responsibilities include the preparation of assigned reports, processing payments, analytics, and projects. This position will also work with the Housing Division processing mortgages, payments, and related financial duties. The Admin Support Specialist will provide administrative support to department management and maintaining, managing all payment processing and budget tracking for the department and properly entering all data into the Tribal Accounting system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processes all billings/purchasing/invoices for the Planning & Community Development Department which includes the Housing Division, Public Works Division, Tribal Historic Preservation Division, Construction Division, and Planning & Licensing Division.
- Acts with discretion and confidentiality in handling information administered by the Planning & Community Development Department and the Director.
- Prepares budget amendments as needed, may participate in annual budget preparation.
- Tracks department, division, and project budgets – notifies staff of budget issues as needed.
- Tribal mortgages – enters in data, sends monthly billing statements and payoff information as requested.
- Assists with procurement of services for each division – contractors, vendors, etc. Can include preparation of bid documents, advertising, receipt of bids, and contract preparation.
- Ensures complete documentation and approvals for procurement – provides to department staff, Finance, or Legal as needed.
- Provides tailored administrative support for each Division within the Department as needed.
- Coordinates and disseminates communication and drafts documents for Director’s (or other managers) signature.
- Other tasks and duties as directed by Planning & Community Development Director.

MINIMUM QUALIFICATIONS

- High School Diploma or GED equivalent.
- College Courses, Technical or Administration Skills.

- Must have a valid Washington State driver’s license.
- Must have a minimum seven years relevant office administrative work experience and knowledge.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in an office setting.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Administrative Support Specialist is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____