



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 Coordinator
DEPARTMENT: Planning & Community Development
SALARY: \$22.08 – \$33.86

POSITION SUMMARY

Under the direction of the Planning & Community Development Director, the Administrative Coordinator is responsible for performing administrative and clerical responsibilities/duties, including highly confidential issues regarding Planning & Community Development employees and/or related matters to the five divisions in the department. Responsibilities include the preparation of assigned reports, processing payments, analytics, and projects. The Administrative Coordinator 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 accounts payable for the Planning & Community Development Department which includes the Housing Division, Public Works Division, Tribal Historic Preservation Division, Construction Division, and Planning & Licensing Division.
- Monitors budgets for all programs, projects, and divisions within the Department. Prepares budget reports utilizing the Tribe’s financial system. Prepares budget amendments as needed, may participate in annual budget preparation with Director and Managers.
- Manages procurement of services for each division (contractors, vendors, etc.) including 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.
- Composes responses, resolutions, memoranda, legal notices and other official documents for the department. Word processes items such as resolutions, letters, contracts, and agreements from verbal instruction or handwritten notes.
- Compiles data from a variety of sources and prepares summary reports as directed.
- Statistical calculations and tabulations may be involved in accordance with established formulas.
- Attends department public meetings and hearings as needed.
- Responsible for documentary evidence, official memoranda, resolutions, ordinances, contracts and agreements produced by the department. Utilizes systems for indexing, filing, destroying and archiving of materials. Produces materials upon request.
- Prepares and publishes legal notices and other public notifications pertaining to public meetings of the department. Sends out mailings.

- Indexes and files official documents. Numbers, stamps, signs and distributes copies of documents to appropriate parties. Operates and maintains system by which documents may be accessed at a later date.
- Attends weekly Management Team meetings as well as other divisional meetings as necessary to keep abreast of departmental activities.
- Prepares department agenda packets for the Department’s oversight committees including but not limited to Talawhalt Committee, Tribal Buildings and Facilities Committee, Planning Commission, and the Dental Health Licensing Board.
- Schedules appointments for department head and other department members. Keeps those served informed of itineraries and appointments.
- Develops office procedures, routines, and filing systems as necessary.
- Coordinates and disseminates communication and drafts documents for Director’s (or other managers) signature.
- Acts with discretion and confidentiality in handling information administered by the Planning & Community Development Department and the Director.
- Other tasks and duties as directed by Planning & Community Development Director.

MINIMUM QUALIFICATIONS AND SKILLS

- High School Diploma or GED equivalent.
- Associate's Degree in business management or paralegal training required.
- Must have a valid Washington State driver’s license.
- Must have a minimum seven years relevant office administrative work experience.
- Demonstrable experience with computer programs including Microsoft Office suite including Excel, Word, Powerpoint (or other slide/ deck software), and Outlook and other relevant software.

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: _____