

CHEYENNE RIVER SIOUX TRIBE
DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES
EXECUTIVE ASSISTANT

DESCRIPTION OF WORK

General Statement of Duties: This is a full-time position. This position performs a variety of general and complex accounting, bookkeeping, filing, typing and word processing tasks. This position will provide support in the overall success of the department.

Supervision Received: Works under the immediate supervision of the Environment & Natural Resources Department Director.

Supervision Exercised: None unless delegated by the DENR Director

EXAMPLE OF DUTIES (Duties will include, but are not limited to the following):

Will assist Department Director as needed with all projects and duties.

Provide administrative Support for the Brownfields Tribal Response Program, 319 Non-Point Source Program, 106 Water Quality Program, 103 Clean Air Program, University of New Mexico Grant, Pesticide Enforcement Circuit Rider Program, and General Assistance Program, as well as all other grants the DENR may obtain in the future.

Maintain program grants; responsible for ensuring all steps of the grant process are accomplished in a timely manner; responsible for uploading grants into grants.gov website; responsible for adhering to grant deadlines; responsible for revising grants based on Department Director and/or US EPA recommendations; responsible for creating, submitting, and maintaining yearly budgets and budget modifications to ensure programs stay within funding limits.

Maintain program accounts, including: accounts payable (Purchase Orders, Finance Vouchers, etc.), cuff accounts, reconciliations, financial data input, and monthly, quarterly, and yearly financial reports. Will identify problem areas or opportunities for improvement.

Maintain Agreements with Contractors; Responsible for ensuring all steps of the agreement process are accomplished in a timely manner; Responsible for revising Agreements based on Department Director and/or Contractor recommendations; Responsible for monitoring payments and payment schedules.

Maintain employee time sheets, employee personnel files, and Department vehicle files.

Responsible for computing travel for employees, travel reconciliations, collecting travel reimbursements, and ensuring travelers reimburse travel in a timely manner.

Will upload all financial data and program reports in Max.gov website in a timely manner.

Receive incoming correspondence, sort and distribute to appropriate program staff. File, answers telephone; call routing; message taking and scheduling as required in the daily operation of the program.

Attend Environment & Natural Resources Committee meetings, staff meetings, and/or meetings pertaining to the department in the Director's absence. Attend or lead meetings to assess progress

with programs and/or projects.

Schedule and organize public hearings and the collection and handling of data; facilitating, developing, drafting and typing and/or processing a variety of correspondence, forms and reports.

Cooperates and works with other staff/agencies/programs, as well as the general public; attends and provides assistance at a variety of meetings with the public.

Other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have proficient knowledge of Word Perfect 10 and Microsoft Office software (notably excel). Must have experience working with the MAX.gov federal government employee website and grants.gov website. An applicant with extensive experience in word processing and general office skills is highly preferred. Knowledge of computer work processing software programs and operations is imperative to this position. Must be able to perform routine office work and handle data gathered by several different programs. Must have operative accounting capabilities, be able to type at least 80 WPM, and be able to operate 10-key. Applicant will be requested to pass a typing test as well as demonstrate filing, writing and general bookkeeping abilities. Must possess a professional demeanor and be able to work effectively and cooperatively with DENR staff, as well as other tribal, state, and federal entities. Must be motivated, a self-starter, a problem solver, able to multi-task, and able to work both independently and as a team member. Must have time management and leadership capabilities. Must be able to communicate effectively both in writing and verbally. Must possess public speaking skills. Must be highly organized, dependable and able to meet deadlines. Must be able to assist with field activities. Must be able to travel, work some evenings, possibly weekends, and attend training and conferences as required. Must be able to obtain and maintain 40-Hour HAZMAT certification.

Education: Must have a bachelor's degree in Business Management.

Experience: Must have five (5) years of work experience in an office management or administrative position. Must have prior experience in Environment and Natural Resources. Must have experience in grant writing and applying for grants.

Special Requirements: Must be able to be insured by the Cheyenne River Sioux Tribe and have access to transportation with a valid South Dakota driver's license. Must pass physical, with the ability to lift 50 lbs. Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks. Must adhere to confidentiality. Confidentiality is very important and all matters pertaining to individual problems and personnel issues will be discussed with the Department Chair and will be kept confidential. All matters pertaining to the Environmental & Natural Resources Department will be kept confidential and within the department. Failure to comply will be cause for dismissal.

Revised Date: 5.2.18