



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Nichole Vasquez-Sutter

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Administrative Assistant II
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Water Operations Department
SUPERVISOR: Director of Water Operations
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

Under the direct supervision of the Director of Water Operations this position provides administrative support for the Director, Water Board, and department team members. Performs a variety of routine to difficult administrative, office support and records management functions; creates and maintains specialized reports, records, and files; types and edits documents ranging from general correspondence to technical reports, water production calculations, water use calculations, and spreadsheets; maintains databases; and interacts with internal and external customers. In addition, the Administrative Assistant II performs duties such as developing Water Board meeting agenda, taking Water Board meeting minutes, timesheet collection and review, grant management, and works closely with the Purchasing Department for the ordering of supplies and parts as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Creates, types, formats, edits, revises, proofreads, tracks, and prints a variety of narrative, statistical, and technical documents, reports, correspondence, memoranda, requests for proposals, specifications, manuals, statistical charts, and other documents and materials ranging from routine to complex; types from rough notes, drafts, and brief oral instructions, summarizes information and prepares correspondence; creates and maintains databases of records, lists and projects; creates standard statistical spreadsheets; designs and revises routine to moderately difficult forms, charts, and graphs; conducts surveys.
- Provides administrative support for the Director of Water Operations and department staff; schedules meetings and makes meeting arrangements; prepares and distributes agendas and minutes; opens, routes, and distributes office mail; sends and receives faxes; routes documents for required signatures; copies, sorts, and distributes documents; duplicates, folds, and delivers copies of maps and drawings. Distributes monthly reports analyzing current status compared to original project scheduling plans; generates special reports and analyses periodically or upon request.
- Obtains data from multiple sources; extracts data elements required; updates and maintains specialized logs and databases; cross-checks data and applies personal knowledge to identify errors and discrepancies for research and resolution; creates reports, analyses and documents on a daily basis or on request, in compliance with regulatory requirements.
- Enters, verifies, and processes time card information for Department staff; resolves timecard/work order discrepancies.
- Troubleshoots and performs minor maintenance on photocopier; coordinates repair of equipment by outside vendors; submits requisitions for machine supplies.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Monitors and maintains inventories of supplies and materials; types purchase requisitions and check requests; purchases supplies and materials.
- Prepares, edits, and formats weekly and monthly reports, tables, and computations; establishes, maintains, and tracks pending projects in database.
- Researches and assembles information from a variety of sources for the preparation of records and reports; makes arithmetic calculations.
- Prepares travel and training requests; confirms travel arrangements for conferences and business trips; compiles expense reports and prepares post travel memoranda.
- Working directly with the Legal department, compiles, prepares and processes standard agreements, and related documents; updates relevant databases/programs.
- Greets, answers, screens and refers visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound, independent judgment; performs receptionist duties, maintains a high level of customer service quality while assisting customers in person and by telephone; conducts research, responds to requests for information and complaints from all internal/external customers and the public and refers requests or complaints to appropriate staff.
- Organizes and maintains technical and operating manuals i.e. SOP's and MSDS. Updates as required or needed.
- Assists Director in preparation of annual budget, tracks expenditures against budget; identifies, researches, and resolves discrepancies.
- Operates phone systems, and/or two-way radio.
- Maintains Calendar for Water Operator Duty assignments and distributes to Pechanga Tribal Departments and all PDC/PRC entities.
- Assists in maintaining water quality sample documentation, assist in the preparation of annual reports to the primacy agency, and maintaining historical files.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalent
- Candidate must have a minimum of 3-8 years of related experience in an office environment, or an equivalent combination of training and experience. Experience in a government or public utility setting is highly desirable.
- Proficiency required with Microsoft Office with a focus on Word, Excel, PowerPoint and Outlook.
- Experience in creating/maintaining file records in a database system; organize and maintain office and specialized files and prepare clear, accurate and concise records and reports.
- Must have the ability to follow written and oral work instruction and be able to work independently with a minimum of direction.
- Ability to maintain strict office confidentiality.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of office administration practices and procedures and customer service techniques and methods.

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- Knowledge of the principles and practices of sound business communication; the ability to effectively communicate, orally and in writing; correct English usage, including spelling, grammar and punctuation.
- Ability to operate a computer using word processing, spreadsheet, and database software.
- Ability to analyze data effectively and provide insight and recommendations.
- Ability to be a project/grant manager and work alongside director to progress and complete projects.
- Must work effectively in a fast paced, multiple team environment and have the ability to manage multiple projects and properly prioritize workload.
- Good interpersonal skills, tact, patience, flexibility, and ability to deal with change and maintain a professional demeanor at all times.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This is largely a sedentary role; however, document filing is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary. This role also is required to meet with other department personnel traveling to other departments within the Government Center.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office, or moderately noisy during events and when outdoors.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

_____	_____	_____
Signature of Employee	Date	Print name of employee
_____	_____	_____
Signature of Employee's Manager	Date	Print name of employee's manager

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