



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:**            **Administrative Assistant**  
**SUPERVISOR:**       **Head Start Director**  
**LOCATION:**           **Zaasijiwan Head Start 0 to 5**  
**POST DATE:**       **July 11, 2018**  
**CLOSING DATE:**   **July 25, 2018**

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**General Description:** The primary responsibility of this position will be to provide professional support for the program in the reception area of the facility. Assist with documentation and tracking of program expenses and other duties as assigned.

**Qualifications:** High school diploma or equivalent is required. Administrative professional Associate's degree preferred. Basic accounting experience preferred. Current certification in Infant and Child CPR and first aid or completion within 3 months. At least one year of related experience in administrative office functions.

**Salary:** \$10.25-\$21.00 per hour/ Dependent upon qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION: Administrative Assistant**

**B. DEPARTMENT: Zaasijiwan Head Start 0 to 5**

**C. SUPERVISOR'S TITLE: Head Start Director**

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to provide professional support for the program in the reception area of the facility. Assist with documentation and tracking of program expenses and other duties as assigned. Specific responsibilities include but are not limited to the following:

**Office/Clerical Duties:**

- Oversee, coordinate, and perform day to day receptionist duties administrative functions. Ensure the reception area is manned and someone is available at all times to grant entry, greet, and direct parents and other visitors.
- Provide secretarial assistance. Handle mail distribution, collating, filing, faxing and sorting
- Assist with a variety of data entry recordkeeping, and reporting tasks which may include attendance, meal counts, family/emergency contact information, health information, etc.
- Assist with the generation and distribution of a variety of school notifications, including, but not limited to flyers, newsletters, announcements, memos, agendas, meeting minutes, etc.
- Answer phones, route calls, take messages, and serve as a point of contact and/or liaison between students, families, and the administrative team.
- Assist Director with monthly reports to inform Administrator, Policy Council and Tribal Council of revenues, expenditures and program status.

**Program Monitoring:**

- Assist staff with implementation and effective utilization of management information systems.
- Assist with planning and coordination of program special events and professional development activities which may include travel arrangements and other tasks as assigned.
- Assess collaborative agreements with programs and agencies to ensure effectiveness and timely delivery of services.
- Assist with the management of office and classroom inventories. Manage purchase orders and authorizations.
- Oversee accounts payable to ensure purchase orders are within budget guidelines coded to the appropriate line item.

- Maintain contact with Tribal Accounting Department and Head Start Grant Accountant to monitor expenditures.

**Communication:**

- Assist staff with development, implementation, and monitoring of a communication system to promote knowledge and understanding of program purpose and progress to Tribal Council, Policy Council, Administrator, staff and parents.
- Provide assistance to parents/families with school registration and admission procedures.
- Ensure strict confidentiality regarding children, families, staff and community.
- Conduct periodic formal and informal presentations to parents, staff, Tribal Council and community groups. Provide information and promote advocacy.
- Provide support for new staff orientation procedures.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Continuous contact with program staff on a daily basis
2. **External:** Frequent contact with general public, parents and other agency staff

**F. SUPERVISORY RESPONSIBILITIES:** [Click here to enter text.](#)

**G. SUPERVISION RECEIVED:** [Click here to enter text.](#)

**H. EDUCATION:** [Click here to enter text.](#)

**I. EXPERIENCE:** [Click here to enter text.](#)

**J. SKILLS:**

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** [Click here to enter text.](#)
2. **Exposure to Hazards:** [Click here to enter text.](#)
3. **Physical Requirements:** [Click here to enter text.](#)

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the [Click here to enter text.](#) to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance.

**M. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians

**N. SIGNATURES:**

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**Tribal Administrator**

**Date**