



Ho-Chunk Nation

Job Description

TITLE: Executive Assistant III		JOB CODE: EXAS	
Government Employee		EEO: 2	PAY GRADE: 20
Flex	Exempt	FUNDING SOURCE: NPD	HO-CHUNK PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Executive Assistant III will assist the Executive Director of Housing to lead and direct the work of the staff as teams and or workgroups based on project size, scope and timeline. This employee shall be familiar with a variety of the Ho-Chunk Nation concepts, practices, and culture. A broad degree of creativity and latitude will assist with identifying current or impending problems, create solutions and assess proposed solutions in the best interest of the Department of Housing, the No-Chunk Nation and its members.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Supervise staff in the absence of the Executive Director and directly supervise the Grants Specialist and Clerk II positions.
2. Provide advice, guidance, assistance, and task updates to the Executive Director to ensure the department operates efficiently, effectively, and in full compliance with applicable regulations and policies as they pertain to the Department of Housing on a daily basis.
3. Coordinate administrative and management services associated with training and staff development at least once quarterly.
4. Work with Managers and Supervisors to process employee HR paperwork. On a weekly basis.
5. Coordinate Housing Sub-Committee agenda items on a quarterly basis and forward to the Office of the President.
6. Work with Housing staff on policy development and/or revisions of division policy and procedure manuals and submit updated policies to the Executive Department of Personnel for approval on a regular basis.
7. Provide comprehensive office support coordination on a regular basis, including but not limited to, ordering supplies, organizing staff meetings, updating and maintaining current DL and insurance information for employees.
8. Act as a liaison between the Executive Director and other Ho-Chunk entities to include attending meetings, submitting written narratives or reports, researching information and providing updates and/or recommendations to the EDOH on a regular basis.
9. Work with Housing Managers to prepare and update the Department of Housing annual report by June 30 of each fiscal year.
10. Work with the EDOH and Housing Managers to prepare and update the Department of Housing Strategic Plan on a regular basis, to include annual written updates to the EDOH on progress by June 30 of each fiscal year.
11. Coordinate Housing Board Member meetings quarterly.
12. Coordinate Advance Travel requests for the Department of Housing employees, to include reservations, processing request with Treasury and reconciliation upon return on an as needed basis.

13. Assist the Finance Division with loading contracts into the Contract Database and forwarding contract correspondence to include, requests for additional information, justifications and finalized contracts to appropriate division of Housing on a daily basis.
14. Responsible for maintaining a current list of employees with Security Codes to the Building Alarm system and list of key holders on a regular basis.
15. Take a leadership role in Department of Housing records management in include permanent file retention, disposal and electronic filing applications on a regular basis.
16. Perform other duties as assigned and relevant to this job description.

JOB RESPONSIBILITY

Job Reports to	Executive Director of Housing
Leadership Accountability	Interprets policy and implements operating plans
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Assists with Managing Department
Financial Accountability	None
Customer Accountability	Interfaces with officials and executives, interfaces with regulatory authorities, interfaces with outside customers, interfaces with inside customers
Freedom to Act	Operates with some independence, subject to directives and regular review by Executive Director.

MINIMUM QUALIFICATIONS

EDUCATION:

1. High School Diploma/GED required, Associate Degree preferred.
2. Valid driver's license, transportation, and proper insurance for vehicles.

EXPERIENCE:

1. Minimum of 4-5 years of administrative/support experience, with strong organizational, time-management and follow up background.
2. Budget management experience.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Proficient in keyboarding, basic grammar, basic math, MS Word and MS Excel.
2. Proficiency with applications, spreads, word processing, PowerPoint, and database file systems.
3. Ability to maintain confidentially.
4. Must possess excellent English comprehension skills, in reading, writing, spelling, and composition.
5. Must possess knowledge of telephone procedures and demonstrate excellent telephone courtesy.
6. Must be detail oriented and conscientious with solid work ethic.
7. Must be professional, neat in appearance, dress and demeanor.
8. Must possess good skills at coordinating with people, programs, homebuyer handouts, and education procedures.
9. Ability to lead and direct work groups and teams, coordinate staff, department and officials.
10. Communicate ideas and instructions clearly and concisely, interpret and apply rules, regulations, policies and procedures.
11. Excellent written and oral communication skills.
12. Working knowledge of the Ho-Chunk Nation government, departments and programs.
13. Working knowledge of Ho-Chunk Nation concepts, practices, procedures and culture.
14. Knowledge to interpret analysis and summarize findings in written reports with recommendations.
15. Knowledge of contract administration and related Ho-Chunk Nation laws.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.
3. Maintain required confidentiality and security within the Department of Housing.

WORKING CONDITIONS

1. Work in an office setting.
2. Must be willing to travel weeknights and weekends, as job requires.
3. See Physical Demands Worksheet.