



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
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:
(vacant)

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Executive Assistant – Tribal Council
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Tribal Council
SUPERVISOR: Tribal Council
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

The Executive Assistant provides administrative support to the Pechanga Tribal Council and Executive Staff, handling a wide range of administrative and executive support related tasks. Duties include but are not limited to managing and coordination of executive calendars, travel arrangements, preparation and typing of correspondence, answering phones, greeting visitors, scheduling appointments, filing and performing a wide variety of other routine administrative tasks as assigned. The Executive Assistant works under general supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides administrative support for Tribal Council and Executive Staff.
- Schedules and coordinates appointments, meetings, and conferences.
- Manage, organize and coordinate executive calendars and schedules.
- Coordinate travel arrangements. Anticipate travel details, related needs, time zone issues and organize appropriately. Prepare and provide confirmation of travel arrangements and/or a travel itinerary, execute last minute revisions, and ensure availability to execute changes during travel.
- Assists Tribal Council members in providing service to Tribal Members by answering the phone, responding to inquiries and greeting visitors.
- Must be responsive and available to work extended hours, to include answering and/or responding to emails and phone calls outside of normal business hours and on weekends when needed.
- Must be available to work during General Membership meetings on Sundays approximately 6-12 times per year.
- Exercise discretion and professionalism when relating to sensitive internal and external matters and be willing to sign confidentiality agreement.
- Works independently with minimum direction and must use independent judgement to make decisions.
- Prepares, proofreads, edits, and corrects correspondence and documents.
- Arranges teleconferences, conference calls, and virtual meetings.
- Process all donation and sponsorship requests, when assigned.

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.

- Reconciles and prepares Tribal Council's and own monthly expense reports.
- Handles special projects and conducts internet research, or other research, as requested.
- Prioritize emails and other correspondence including faxes.
- Manages incoming mail and other documents, distributing and acting upon accordingly.
- Maintains Tribal Council department files.
- Determines need for and requisitions supplies, equipment, and repair and maintenance services.
- 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:

- A minimum of 4-7 years of related experience in senior, executive level support position (experience in supporting medium-size governmental office, or other comparable executive office, desirable) required.
- AA degree or a combination of education and related work experience required.
- Advanced computer skills, including proficiency with Microsoft Office applications required.
- Typing of 55 wpm (with no more than 10 errors); 65 wpm preferred.
- Experience handling confidential and/or sensitive information.
- Excellent writing and communication skills with strong proofreading and accurate grammar.
- Exceptional and outstanding organizational skills, detail oriented, with strong multitasking and prioritization skills.
- Excellent interpersonal skills, tact, patience, flexibility, and ability to deal with change and maintain a professional demeanor at all times.
- Ability and flexibility to work overtime on short notice, to include answering emails outside of normal business hours and the possibility to work at least one Sunday a month required.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to work independently with a minimum of direction.
- Must be able to manage multiple projects and properly prioritize workload.
- Must be able to work effectively in fast paced, multiple team environment.
- Must be able to exercise discretion and professionalism when relating to sensitive internal and external matters.
- Must be willing to sign a confidentiality agreement.

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

<p>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.</p>
--

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.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is occasionally required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. 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.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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

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.