



ELKO BAND COUNCIL

*** JOB ANNOUNCEMENT ***

Position: Administrative Assistant
Salary: \$19.00
Opening Date: February 24, 2022
Closing Date: March 04, 2022

DEFINITION:

Under the daily supervision of the Elko Band Council Administrator, the Administrative Assistant is to assist the daily operation of the federally funded service programs and other operations of the Elko Band Council. The responsibility includes writing grants and contracts applications. Will be generally assisting in administering management and implementation of the contract/grants already in existence including development projects.

TYPICAL DUTIES:

- Prepare grant proposals with federal agencies for approval of the Elko Band Council and assists in negotiation.
- Assist in administering all federal contract/grants including economic development projects.
- Coordinates services for the colony from various federal, state, and local agencies.
- Provides all reports to Administrator as required for federal, state, and local agencies.
- Assist in administering and interprets all management policies to staff, contracting agencies and other related organizations.
- Makes recommendations to Administrator on policy. Fully informs Administrator of status of programs.

- Assist in supervising all Band employees under federal service programs daily, enforcing existing policy and management systems. Assist and refers Tribal members seeking assistance to the proper program.
- In the absence of the Administrator, will act as the Administrator.
- Performs all other duties as assigned by the Administrator.

QUALIFICATIONS:

- Must have solid working knowledge and ability to understand and interpret federal regulations accurately according to all applicable CFR's, OMB Circulars, Federal and Cost principles, and Federal Audit standards.
- Must have strong written and verbal usage of English language to draft proposals, correspondence, and reports.
- Must work well with funding agencies, such as Bureau of Indian Affairs, Indian Health Services, and other business-related organizations.
- Ability to supervise, organize and direct employees daily.
- Must have skills to train employees in job duties and to be able to assume the duties in times of long-term absences of employees.

EDUCATION AND EXPERIENCE:

- Must have high school diploma or equivalency.
- Must have degree in Business Administration or a minimum of four (4) years of experience in Business Administration and Planning.
- Must have a minimum of two (2) years in personnel management or experience that would show equivalency.

OTHER REQUIREMENTS:

- Applicant must own a vehicle suitable for transportation if necessary.
- Applicant must produce proof of liability insurance and possess a valid Nevada Driver's License with no record of DUI or any other felony.
- Must be able to be bondable.

INDIAN PREFERENCE:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). Indian Preference will be given to qualified Elko Band Enrolled members first, in accordance with the Elko Band Personnel Policy. However, the Elko Band Council is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964, amended in 1991.

APPLICATION:

Applications may be obtained at the Elko Band Administration Office located at 1745 Silver Eagle Drive, Elko, Nevada 89801, or you can download an application at elkobandcouncil.com. Any questions regarding job openings or the application process contact Elko Band HR by calling (775)-738-8889.

INCOMPLETE APPLICATIONS WILL BE DENIED. You must submit a copy of valid driver's license and driving record with your application or it will be considered incomplete.