



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	722-4200-014	Last Revised:	04/11/2016
Position Title:	Office Administrator	Department:	Housing and Community Development
Reports to:	Housing Production Manager	Division:	Housing

Primary Function: Provides secretarial and engineering administrative support in the daily operation of the Production and Paving Programs. Maintains departmental records, files, inventories, and logs to ensure the accurate accounting, reporting, and documentation of all activities within the department.

Job Duties and Responsibilities:

- Greets department visitors and provides assistance as needed.
- Answers phone and radio for the department, taking messages responding to questions, soliciting information, and providing assistance and follow up as needed.
- Maintains departmental files, records, and logs to document daily operations and track projects.
- Sorts, codes, distributes, and/or files documents such as work orders, mail, invoices, bids, etc.
- Compiles data to prepare summaries, reports, updates etc. then prints and distributes information as required.
- Provides clerical/administrative support for the department by typing memos, reports, letters, requisitions, bid sheets, and forms etc.
- Prepares and processes departmental purchase orders by applying codes, posting to proper accounts, verifying data, obtaining signatures, and forwarding to appropriate department.
- Contacts vendors and obtains price quotes (written and verbal) for products/materials as requested.
- Monitors expenditures and notifies supervisor of any budgetary problems.
- Maintains and updates all departmental equipment inventories.
- Maintains employee personnel information and files; and provides administrative support for the personnel function by processing applications, tracking vacations, attendance, sick leave, etc. Processes payroll and bills entities accordingly.
- Monitors levels of departmental supplies and reorders as needed.
- Attends meetings, takes notes, prepares and distributes information as requested.
- Representative at committees (i.e., Project Delivery Team) as requested.
- Maintains appointment schedule for department; assists with the planning and arrangements for meetings, conferences, etc.
- Assists with assigning tasks and projects to Housing Production work schedule.
- Makes travel arrangements for departmental personnel as requested.
- Travels to Legal Department and other tribal divisions to pick up and deliver mail and/or contracts.
- Maintains a neat and orderly work area.
- Performs job duties according to established safety guidelines and tribal policies.
- Performs other duties as requested by supervisor.

Education /Experience:	Two year associate's degree in Business or Office Administration is required. Prior work experience in the civil engineering administrative support field would also provide skills essential to learn the job. Three to six months in the position would be required to become familiar with the departmental procedures, policies, and operational requirements and become proficient in most phases of the job.
Job Knowledge:	Must be familiar with all office and daily operational procedures within the housing division. Requires the ability to maintain, update, and consolidate various records, files, and reports. Must have basic secretarial and bookkeeping skills and be familiar with general accounting practices. Duties require computer skills and knowledge of specified software programs and applications. Must be skilled in the use of basic office equipment such as typewriter, calculator, copier, phone system, two-way radio, and engineering print duplicator. Must be familiar with department and civil engineering terminology. Requires good written and verbal communications skills. Requires the ability to maintain positive community/resident relations. Must possess a valid North Carolina driver's license.
Contact with Others:	Interacts frequently with coworkers and other tribal personnel. Has phone contact with the general public and other professionals where the use of business etiquette, tact, and courtesy are required to maintain positive relations. The nature of contacts involves discussions, the exchange of information, and responding to questions.
Confidential Data:	Has access to all housing information including projects, budgets, personnel, plans, bids, etc. some of which are considered highly confidential and would not be in the best interest of EBCI to disclose. Must adhere to all tribal confidentiality policies and procedures.
Mental /Visual /Physical Effort:	Close attention to detail and mental concentration are required for duties involving the computer, accounting, record keeping, and compilation of data. Subject to frequent interruptions requiring varied responses. Job duties require standing, reaching, sitting, manual dexterity, visual acuity, and the ability to speak and hear.
Environment:	Works in a normal business office with periodic visits to job sites and daily trips to tribal offices. Has minimal exposure to disagreeable working conditions.
Responsibility for Accuracy:	A high degree of accuracy is required in job procedures such as accounting, recording data, and preparing reports. Proofing and subsequent procedures would detect most errors. Undetected errors could have minimal or far-reaching impact depending upon the circumstances. Most work is not subject to review by supervisor.
Resourcefulness & Initiative:	Follows established policies, procedures and guidelines. Judgment and initiative are required to maintain accuracy and efficiency. Planning, problem solving, and resourcefulness are necessary to respond appropriately to situations, establish work priorities, and meet scheduled deadlines.