



Hopland Band of Pomo Indians Job Description

Position: Program Support Specialist (Grant Funded position)

Reports to: Health and Social Services Director

Salary: \$19 to \$22.57 exempt

Hours per week: 32 hrs. per week

POSITION SUMMARY: Performs support functions to help programs to provide the highest level of services for the community.

ESSENTIAL FUNCTIONS:

- Serves as receptionist by phone or in-person.
- Maintains effective communications with community, staff and partners.
- Opens, distributes and responds to correspondence in all formats (paper and electronic).
- Composes routine correspondence.
- Assists with preparation of documents using available software - word processing, excel spreadsheets, and power point for example
- Gathers information and/or conducts research.
- Sets up and maintains alphabetical, numerical, and subject filing systems.
- Maintains record keeping and database systems.
- Attends routine meetings, takes notes, and drafts minutes.
- Assists with purchasing; and
- Assists with scheduling.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.

REQUIREMENTS/QUALIFICATIONS:

Education and/or Experience - minimum of a high school diploma or equivalent required; minimum of 2 years of experience in a similar work environment; or an equivalent combination of education and experience.

Knowledge and Skills - Knowledge of standard office procedures, rules, and regulations. Knowledge of and ability to access World Wide Web. Basic office computer skills. Good oral and written communication skills. Ability to work through interruptions inherent in a fast-paced work environment, with interruptions of community members/professionals calling or dropping in that effect workflow.

Independence - Work under general supervision; assignments are given in terms of program area concerned, with specific objectives and possible problems identified by program coordinator(s).

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



Hoplend Band of Pomo Indians Job Description

Complexity - Ability to establish priorities for assigned tasks. Conflicting priorities are resolved by supervisor working with program coordinator(s). Organizational skills sufficient to accomplish work by established deadlines. Ability to coordinate phases of work with others.

Decision-Making/Analytical Skills - Some ingenuity and initiative required to collect information, coordinate activities with others, and resolve routine and/or factual problems.

Other – Proficient in Microsoft Office Products: Word, Excel, Power Point, Publisher and Outlook.

Supervision - May supervise youth/volunteer workers on occasion.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast-paced work environment. Employee is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level is typical for an office work environment.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in most instances, an extensive background security check.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

To Apply: Mail your completed application and resume to:

Hoplend Band of Pomo Indians
3000 Shanel Rd
Hopland, CA 95449