Sitka Tribe of Alaska

Job Description

EXECUTIVE ASSISTANT TO THE GENERAL MANAGER

Exempt:	No	**Grade:**	10 ($28.43-$31.76)
Department:	Administration	**Hours:**	8:00a.m. -4:30p.m.
Reports to:	General Manager	**Effective Date:**	January 1, 2027
Prepared by:	Human Resources Manager	**Approved by:**	General Manager

I. SUMMARY

The Executive Assistant to the General Manager (GM) provides administrative, intake, and calendaring support to the GM and keeps the day-to-day functioning of the STA Administration Department running smoothly. As often the first point of contact for the Tribe, this position sets a positive and professional tone. This position also supports the enrollment office as needed.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

This position reports to the General Manager (GM) and does not supervise any positions.

B. Executive Assistant Responsibilities

- **General Manager Support**
  - Meet with the GM each morning to review priorities, meetings, and assignments; manage the GM's calendar, provide timely reminders, and proactively resolve scheduling conflicts.
  - Organize and maintain office files and records, and route documents requiring the GM's review or signature for timely processing.
  - Prepare correspondence, reports, check requests, credit card requests, travel advances, and post-travel vouchers; reconcile monthly credit card statements and follow up on missing receipts.
  - Maintain strict confidentiality of all information accessed through the GM's office, including calendars, emails, personnel information, and trust records, in accordance with applicable policies. Do not discuss confidential matters or co-workers with other staff.

- **Meeting Coordination**
  - Schedule rooms, send invitations, arrange meals, set up and clean up meeting space, and run meeting-related errands.
  - Prepare and print meeting materials, attend meetings to take notes as requested, and track follow-up items to completion.

C. Communication and Professional Conduct

- Keep the GM informed of work projects, including current or potential problems and suggestions for addressing them.
- Participate in STA all-staff events, which may occur after hours or on weekends (e.g., Annual Picnic, Annual Meeting, Native American Heritage Month, and the Children's Holiday Party).
- Treat STA Council, staff, Tribal Citizens, and the public with respect, responding to questions and concerns in a courteous, compassionate, and timely manner.
- Represent the Sitka Tribe of Alaska and maintain positive relations with tribal, state, federal, and local governments, public agencies, Tribal Citizens, the public, and the media.
- Maintain a neat, clean, and professional appearance.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- Associate degree in Business Administration or another related field, OR
  - High school diploma or G.E.D and
  - Two years of increasingly responsible, varied, and highly skilled clerical work.

B. Experience

- Previous experience in a professional office setting

C. Additional Requirements

- Must possess a valid Alaska State Driver's License

D. Knowledge, Skills and Abilities:

- Strong written, oral, and organizational skills.
- Ability to work independently and execute tasks from brief or limited instructions.
- Ability to manage multiple tasks, meet short deadlines, and attend to detail.
- Ability to handle confidential information with tact and discretion.
- Advanced computer skills, including at least one year of experience with Microsoft Word and Excel.

- Proficiency in a range of clerical duties, from data entry to advanced administrative support.
- Reliable, punctual, and consistent with the required work schedule.

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints, and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.