



EMPLOYMENT OPPORTUNITIES

Job Title: Assistant to the Governor/Lieutenant Governor

Closing Date: 11/21/2024

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 24-674

Job Type: Full-Time Regular

Department: Executive Office

City: Sacaton, AZ

Location: 525 N. Gu U Ki Rd. Sacaton, AZ 85147

Area of Interest: Administrative Support

Salary/ Hourly Rate: \$56,957 - \$70,457 Salary

****OPEN TO COMMUNITY MEMBERS ONLY****

DISTINGUISHING FEATURES OF THE CLASS:

The Assistant to the Governor/Lieutenant Governor is responsible to actively support and uphold the Community's stated mission and values by performing a variety of highly responsible, confidential, and complex administrative duties and providing staff assistance to the Governor or Lieutenant Governor.

ESSENTIAL FUNCTIONS:

- Assist in the preparation of comprehensive and timely budget documents; monitor budget expenditures and assist in the budget control and prepare monthly vouchers.
- Responsible for writing a wide variety of correspondence and documents for internal and external use.
- Responsible for office administration work; maintain calendars of office activities, meetings and various events; plan, schedule and coordinate special events among several Community departments or external organizations; schedule meetings and public appearances for the Community Governor or Lieutenant Governor; prepare minutes of meetings and transcribe as necessary; make travel arrangements.
- Maintain personnel and payroll records; process payroll and paperwork for personnel actions including new hires, promotions and terminations; and coordinate recruitment process with human resources.
- Process payments with recommendations by political donations through State and Congressional lobbyists.
- Participate in the selection of staff; may provide or coordinate staff training; may work with employees to correct deficiencies; may implement discipline procedures.
- Coordinate the ordering and storage of appropriate supplies.
- Attend meetings (Executive Team, Community Council, Standing Committee, Directors Meetings, AIGA and ITCA meetings) as delegated by Governor or Lieutenant Governor.
- Attend special events and meetings that require availability after hours, holidays, and weekends.
- Perform a wide variety of complex, responsible and confidential administrative duties for the Governor or Lt. Governor in relation to operational and administrative problems.
- Responsible for relaying instruction and information to department directors on behalf of Governor or Lieutenant Governor when instructed.

- Respond to and resolve a variety of requests or complaints from Council members, Community employees or the public; answer calls and assist customers including, but not limited to, screening phone calls, visitors, and mail to deem priority or identify contact person who can assist.
- Serve as administrative support for various Boards or Committees; prepare the agendas and assemble background materials; transcribe minutes of meetings.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of the principles and practices of public administration and of Community government structure and services.
- Knowledge of computers and their application.
- Knowledge of basic budgeting and accounting principles.
- Ability to effectively use computerized data management systems.
- Ability to prepare and monitor a budget; estimate costs; project future expenditures.
- Ability to work independently on major projects.
- Ability to provide leadership and good judgment, maintain managerial control under extremely stressful conditions.
- Ability to exercise independence and judgment in developing, applying and following policies, procedures and precedents.
- Ability to effectively plan, organize, schedule, evaluate and supervise the work of others.
- Ability to conduct research, analyze findings, prepare clear and concise reports and recommendations.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor degree from an accredited college or university with major course work in Public Administration, Business Administration, Political Science or a closely related field with a minimum of four (4) years of progressively responsible administrative experience in an executive management environment to include a minimum of two (2) years supervisory experience and/or an equivalent minimum of six (6) years administrative experience in an executive management environment to include a minimum of three (3) years supervisory experience.

ADDITIONAL REQUIREMENTS:

- Required to a pass background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment. Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the Elderly.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.

Supervisory, Salaried Position

Reports to Governor/Lt. Governor or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

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)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org