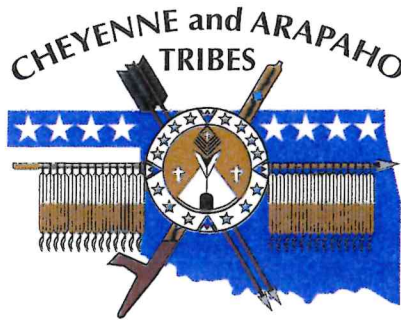


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Executive Assistant
PROGRAM: Tribal Transportation (Administrative and Planning Division)
DEPARTMENT: Transportation
STATUS: Full-Time/Permanent, Non-Exempt
LOCATION: Concho Transit Facility, 300 N. White Antelope Rd, Concho, OK
ISSUE DATE: September 17, 2025

OPEN UNTIL FILLED

DUTIES & RESPONSIBILITIES: The Executive Assistant shall fall under the direct supervision of the Executive Director within the Administrative Division of the Department of Transportation and the general supervision of the staff of the Administrative and/or Planning Division of the Department. The Executive Assistant shall serve as the office manager for the Administrative and Planning Divisions of the Department and tasked with maintaining day-to-day communication, dissemination of department information, organizing and labeling of files, folders, and records, travel authorizations, budget formatting, and assist in compiling and completing monthly progress reports. The Executive Assistant shall assist in the development and completion of memos, correspondences, reports, and inter-office protocols to ensure effective and efficient management of all transportation programs, services, and goals. The Executive Assistant shall serve as the Property Custodian for the Administrative and Planning Division of the Department and shall be responsible to order, store, and label supplies, materials, and forms and manage the inventory records of Tribal property therefore the incumbent should become familiar with the Tribes' Records Management Policies, Procurement Policies and Procedures, and Property & Supply Procedures. The Executive Assistant must work cooperatively with the Receptionist/File Clerk to properly separate, label, scan, and box up documents and records for archival purposes. The Executive Assistant shall be relied on to secure documents that pertain to travel, vendors, and accounts payable, deposit slips and accounts receivable and should become familiar with cuff accounting procedures and the Tribes' financial management system to perform cuff accounting and data entry. The Executive Assistant must work cooperatively with the DOT Admin, Planning, Roads, Transit, Safety, and/or Fleet program staff to assist the Executive Director in the dissemination of program and department information as assigned.

The Executive Assistant will be relied on to assist the Executive Director in the management of schedules including grant deadlines, program activities, staff meetings, project meetings, community meetings, and/or other transportation-related meetings. The Executive Assistant will be relied to perform detailed notetaking from various meetings and must provide reminders where applicable to the Executive Director. Therefore, the Executive Assistant must maintain an open line of communication when absent from the workplace. The Executive Assistant must be willing to be available after normal working hours to answer calls or texts from the Executive

Director or Department staff in the event of urgent matters or for work related tasks that occur in the absence of the Executive Director or Executive Assistant.

The Executive Assistant shall be relied on to assist the Executive Director in identifying performance targets, developing plans of action, suggest adjustments, and/or assist with policy changes that improve the delivery methods for the various programs within the Department to improve direct services to Tribal members. The Executive Assistant shall assist the Executive Director to ensure compliance with public involvement requirements of the Tribal Transportation Program and must be able to perform event-planning tasks (well in advance) effectively such as: schedule community or staff meetings; secure meeting locations/buildings; secure meals and/or incentive items for events where applicable; and, secure quotes for advertisement of events. The Executive Assistant shall be responsible to ensure event site is prepared in advance to serve audience by setting up tables and chairs and making sure visual tools (i.e. table top displays, flags, white boards, overhead projector, screen, etc.), audit/video system, and/or virtual means (ex: MS Teams or Zoom) are ready at the onset of meetings as assigned.

The Executive Assistant will be relied on to assist the Executive Director in completing training assessments, determining workforce development needs, and developing or establishing training programs and/or protocols for the Department. The Executive Assistant shall be relied on to assist the Executive Director to track and maintain internal guidelines, records, grants, program policies, and personnel, project, or expense files and therefore should be able to perform general clerical tasks and office duties including filing, typing, and data entry and be able to use MS Excel efficiently. The Executive Assistant:

- Shall be required to maintain and organize an adequate record-keeping system to ensure data collection, retention, and reporting for various aspects of the Department and any subsidiary programs/divisions and further safeguard and protect documents to ensure confidentiality;
- Must retrieve mail from box located at Tribal complex and post office, record incoming and outgoing mail, and label outgoing mail in the Department's log book daily and deliver outgoing mail to main Tribal complex for proper dissemination and delivery;
- Must retrieve vendor checks from the Department of Treasury, disseminate checks per program instructions, properly secure checks in department safe until disseminated, and log or record vendor checks in assigned log book accordingly;
- Must deliver, track and retrieve classified documents, including contracts, grants, agreements, certifications, forms, etc. from office to office and program to program (i.e. Department of Treasury, Office of Tribal Attorney, Records Management, etc.) necessary to ensure signatures and compliance per program requirements in a safe and confidential manner;
- Shall complete necessary requisitions, check requests, leave slips, cover sheets, memorandums, log sheets, and other documents for the Administrative and Planning Divisions of the Transportation Department;
- Must adhere to the Tribes' Procurement Policies and Procedures in obtaining and securing necessary quotes for supplies, equipment, uniforms, and filing of procurement documents;
- Shall assist the Executive Director and/or department staff in establishing and maintaining internal cuff accounts (i.e. wage tracking templates, Excel spreadsheet templates, etc.) for all projects and/or activities administered and/or managed under the Department as per program policies to ensure compliance, accountability, and reporting;

- Shall assist in maintaining schedules for staff, construction activities, reporting requirements, and other activities pertinent to the Department and specifically related to the various transportation programs/divisions;
- Shall assist in providing training and/or orientation of internal protocols established specific to cuff accounting, procurement, records management, inventory, and property & supply to provide management tools, adherence to program requirements, and compliance with applicable Tribal policies and procedures to all other support staff and/or new hires where needed and applicable;
- Must be able to take meeting notes and provide brief reports to all parties affected and/or disseminate details as applicable to each respective transportation program and/or personnel;
- Must be willing to work in the elements (i.e. weather, terrain, etc.) and/or be exposed to various working conditions (i.e. loading and unloading supplies, small confined spaces, etc.), able to lift a minimum of 50 pounds, and possibly assist with planning, roads, transit, safety, and/or fleet program activities in the performance of job duties;
- Must be flexible and willing to work beyond the Tribes' normal working hours, assist in department events/activities, and/or willing to perform other duties as assigned by supervisor;
- Must be able to explain ideas, concepts, and program services to the general public and be able to communicate orally and in written form, clearly and effectively, in a polite, diplomatic, and professional manner and maintain favorable rapport to ensure exceptional customer service;
- Must be willing to perform light maintenance duties, such as vacuuming, sweeping, mopping, dusting, removal of trash to dumpster, etc. to ensure a clean and professional appearance of immediate workspace and further ensure the integrity of designated office space and/or building space;
- Must be able to operate and use a Tribal vehicle in the performance of duties, must adhere to the Tribes' Fleet Management Policies, and shall be responsible to complete required vehicle mileage logs, maintenance logs, and incident reports in a timely manner;
- Shall adhere to Tribal Personnel Policies, Property & Supply Policies, Financial Management Policies, Records Management Policies, Procurement Policies, Fleet Management Policies, and COMIT Policies in the performance of duties and tasks assigned to ensure compliance, accountability, and reporting;
- Must be willing to fill in at meetings or other assignments in the absence of the Executive Director;

QUALIFICATIONS: The position requires a punctual, reliable, dependable, organized, and accountable individual who is able to work independently with little supervision, and that can remain productive, and confidently make decisions concerning the organization of records and files. Incumbent should be able to follow directions and communicate effectively both orally and in writing. Applicant should possess clerical skills, such as typing, document formatting, and ten-key, and should have extensive knowledge in the proper and safe use of office machines such as printers, scanners, binders, and/or laminator machine, and able to demonstrate knowledge in the use of Windows, Microsoft Excel, Word, Outlook, Canva and Jotform. The Executive Assistant requires an individual able to demonstrate initiative in assuming responsibilities, able to prioritize tasks, willing to ensure open line of communication (during or after working hours) and able to work cooperatively with various support staff to ensure productiveness in duties and assignments. Knowledge in grant management, compliance, web design, and/or graphic design desired but not required.

Incumbent should possess an Associate's Degree from an accredited college or university in Business Administration, Computer Science, or a related field. Certification of Completion from an accredited Secretarial School and/or Clerical Course or program may be considered to substitute the degree requirement however the applicant must possess a high school diploma or GED certification at minimal. Must have at least two (2) years' experience in clerical, secretary, or receptionist work or related field and/or familiar with grant and/or contract management, cuff accounting experience, have a concept of budget management and expense reporting, and/or value compliance measures. A combination of training with verifiable work experience may be considered. Other qualifications that pertain to the Executive Assistant position are:

- Must demonstrate knowledge in the operation of various office machines (i.e. copier/printer/scanner, binder, laminator, plotter, etc.).
- Must demonstrate computer skills and/or knowledge, specifically Windows, Microsoft Word, Excel, Outlook, Canva, Jotform, and/or other various other applications;
- Must be willing and able to attend various training programs as directly related to job duties and responsibilities;
- Must maintain a high level of confidentiality on all department matters;
- Must be able to conduct self in a manner that brings credit to the Cheyenne and Arapaho Tribes;
- Must possess a current Oklahoma Driver's License;
- Must have an acceptable driving record and provide a current MVR;
- Must adhere to Tribes' Drug Free Workplace Policy (subject to a pre-hire drug and alcohol test);
- Knowledge in Cheyenne and Arapaho/Native American cultures and values are preferred;
- Cheyenne and Arapaho Tribal Preference.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov