

Mi'kmaq Nation
POSITION DESCRIPTION

TITLE: Transportation, Realty & Assets Management Administrative Assistant

CLASSIFICATION: Full-time/Permanent (Dependent upon grant funding)

IMMEDIATE SUPERVISOR: Department of Transportation, Realty & Assets Management Director.

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements. The description is meant to serve interviewers, applicants, and affected program directors as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this portion may change over time, according to the Tribes' needs.

SUMMARY OF POSITION: The Transportation, Realty and Asset Management Assistant will provide clerical support to the Department of the Transportation, Realty and Assets Program. The incumbent will help coordinate the work of the Transportation, Realty, and Assets Technician(s). The incumbent will use his/her knowledge, training, and technical skills to provide high-quality services to consumers from both within the tribal services realm and the tribal community and surrounding communities.

EDUCATION (OR EQUIVALENT EXPERIENCE): High School Diploma with a minimum of two years of experience as an Administrative Assistant. Associate's Degree in Secretarial Sciences preferred.

LICENSES OR CERTIFICATIONS: Valid Maine State Driver's License or able to acquire in six months.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Possess excellent written and oral communications skills, organizational and time management skills, and a high degree of computer literacy, including proficiency with creating Spreadsheets and implementing Database Software (excel and access). Client service experience and strong interpersonal skills are also required. Experience in planning and budgeting is required. Ability to work independently and as part of a team.

WORKING CONDITIONS: Regular office environment. Occasional field work is necessary to do data gathering. Some work-related travel is required throughout the State of Maine, as well as out of the area.

FUNCTIONS/TASKS:

1. Provides clerical support to the Department of Transportation, Realty and Assets staff, including answering all incoming calls, typing, filing, photocopying,

- scanning, and mail distribution.
2. Responsible for the ongoing maintenance of a safe, secure, clean, and organized work environment.
 3. Regularly assists with monitoring program operating budgets and provides recommendations for ongoing revisions as necessary.
 4. Assists the Department of Transportation, Realty and Assets Director in preparation of narrative and financial reports to funding agencies or regulatory bodies.
 5. Follow up on referrals to other tribal services components and local-area services components in a timely manner.
 6. Maintain contractor/vendor and client files.
 7. Assists with T.R.A.M. inventory control.
 8. Assists Director of Transportation, Realty and Assets Management, and consultants with the FEE to Trust process.
 9. Assists with maintaining a current knowledge of, and ensures compliance with, laws and regulations that may impact the Transportation, Realty, and Asset Management programs, policies, and standards.
 10. Assists in the development of comprehensive land use planning.
 11. Working knowledge of Mi'kmaq Nation Fiscal and Procurement Policies as they apply to micro-purchasing, simple acquisitions, implementation of the Purchase Order system, solicitation of bids, and verification of all required contractual documents (and other corresponding forms), necessary to initiate the purchasing of goods and services.
 12. Maintain strict adherence to the Privacy Act of 1974.
 13. Review and abide by the ABMI Personnel Policies.
 14. Attends all required trainings and assigned meetings.
 15. Reports to work, meetings, trainings, and scheduled appointments on time.
 16. All other duties as assigned.

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good

standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

The Mi'kmaq Nation practices Native American Preference to qualified Native Americans in accordance with 25 USC 472. 472(A) and P.L. 93-638 and is an equal opportunity and service provider.

THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. WE REMAIN AN "AT WILL" EMPLOYMENT.

