

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
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**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Administrative Assistant/Personnel Manager

**LOCATION:** Early Childhood Services – St. Ignatius, MT.

**SALARY:** \$20.50 to \$23.85 per hour

**CLOSING DATE:** Thursday, September 27, 2017 at 5:30 p.m.

**SPECIAL CONDITIONS:**

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test.**

**DUTIES:**

In the role of administrative assistant, this position provides support for the Early Childhood Services Director in such areas as personnel actions, program compliance, general public relations, program correspondence, and office management. As the ECS Personnel Manager, this position performs essential human resources functions such as employee recruitment which includes advertisement, interviewing, and collaboration in the selection of new employees; maintenance of up-to-date and accurate employee records and files; design and maintenance of employee job descriptions and the annual performance evaluation system; benefits administration; as well as other functions. This Position works closely with the Compliance Specialist. This position provides the official interface between Early Childhood Services and Tribal Personnel and Tribal Payroll Departments.

**Administrative Assistant supporting the ECS Director:**

1. Compliance functions: Works closely with the Compliance Specialist to monitor and ensure program is in compliance.
  - Assists ECS Director ensuring all Federal, State, Local, and Tribal policies, procedures and performance standards regarding program administration and personnel policies are followed.
  - Is fully knowledgeable and conversant with HS Program Performance Standards, OHS Monitoring Protocols and Guides, and CSKT's 69C in order to answer staff inquiries.
  - Checks in at least weekly with the OHS website (ECKLC) keeping the ECS Director and other administrative staff informed of important information and changes effecting ECS programs including Information Memorandums (IMs), Program Instructions (PIs), Policy Clarifications (PCs), and other updates regarding program administration and personnel issues.
2. Assists the ECS Director in obtaining important information and reports from other Tribal Departments and community agencies.
3. Compiles and produces statistical reports, memorandums of understanding, interagency agreements, and other reports as directed by the ECS Director.

**Personnel management:**

1. Responsible for employee recruitment (hiring): advertisement, preparation of interview panels, carrying out of interviews, selection and post-selection processing of applicants including execution of the final contract following the ECS Hiring Process flow chart.
  - Ensures that a parent representative is included on interview panel.
  - Ensures that all members of interview panel are trained in interview policy and procedures.
  - Ensures that Policy Council receives proper information regarding all new hires and reclassification.
  - Is responsible for contract preparation and for obtaining all necessary signatures prior to the new employee's first day of work.

- Ensures that all employees upon hire receive a signed copy of their contract with the returned personnel action form.
2. Prepares consultants/facilitators contracts: speaking engagements, trainers, etc.
    - Responsible for requests for proposals for ECS consultants (advertising).
      - Ensures procurement procedure is followed in advertising for proposals.
      - Is responsible for following Indian preference policies.
    - Ensures that bids received are evaluated and approved by ECS Director.
    - Ensures that Tribal Council's approval is requested as necessary.
  3. Maintenance of Employee Files: Creates and keeps current individual ECS personnel files with all required information filed in a standardized and timely manner. Is responsible for follow-up and maintenance of all employment related documentation. Creates and maintains cover checklist of all documents included in file.
    - Ensures that mandated Criminal Record Checks and drug screens are carried out on each potential employee before hire.
    - Prepares and maintains Employee Contracts: new employees, OJT, Work Experience, etc. Is responsible for the end of year staff questionnaire and the annual re-hire of employees.

**Supervision of the Accounting Assistant and Receptionist/Records Clerk:**

1. Provides support for and oversees the work of the Accounting Assistant in purchasing and in the Tribal accounting procedures. Is well-versed and conversant in use of CSKT Procurement Manual.
2. Provides support for and oversees work of Accounting Assistant regarding the administering of the ECS CACFP program.
3. Provides support for and oversees work of Accounting Assistant regarding travel arrangements and follow-up.
4. Provides supervision and oversees the duties of the Receptionist/Records Clerk.
5. Assists the Receptionist/Records Clerk in prioritizing daily work schedule.

**Please request position description for full details of job duties.**

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

1. Bachelor's Degree or Associate's Degree in Human Resources or related field  
**OR** five (5) years' experience working in Human Resources or equivalent field.
2. Four (4) years' experience in basic office procedures including ability to operate office equipment normally associated with this position; ability to use Word, Excel, and Windows software programs.
3. At least two (2) years' experience in business administration. (Incumbent must become familiar with the Tribal Accounting System during the probationary period.)
4. Three (3) years supervisory experience of a small to median size work group.
  - Health Requirements:
    - Current Physical Exam or ability to obtain Physical Exam upon hire.
    - Current on required immunizations or ability to become current upon hire.
    - Verification of recent TB screening or ability to complete required screen.
  - **Must pass drug test and complete a Criminal Record Check including finger-printing,** (no violence against children or individuals, no domestic violence, no sexual abuse or violent acts against children or any person) **prior to employment** and every 2 years thereafter; subject to random drug testing through the Confederated Salish and Kootenai Tribe's Personnel Department.
  - Possess and maintain a current Montana Driver's License and be insurable under the Tribes' fleet policy.

**SUBMIT:**

1. Completed Tribal employment application (resumes are not accepted).
2. Completed supplemental questionnaire for background investigations.
3. Certified copies of relevant academic transcripts and training certificates.
4. Must provide a copy of a valid driver's license.
5. Proof of enrollment from a federally recognized Tribe.
6. If claiming veteran's preference, a copy of DD214.

**FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS**

**SUBMIT ALL OF THE ABOVE TO:** Tyshina Whitworth, Personnel Office, PO Box 278, Pablo MT 59855, telephone 406.675.2700 ext. 1043.

**FOR MORE INFORMATION:** Contact Jeanne Christopher, Director of Early Childhood Services ext. 5513.