

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Program Administrator

**Report To:** Public Works Manager

**Department:** Public Works

**Job Vacancy:** YAN-24-003

**Status:** Full-time; Non-exempt

**Starting Wage:** DOE

**Opening Date:** 1-2-2024

**Closing Date:** 1-19-2024

### **POSITION DESCRIPTION:**

The Program Administrator will be manage the front office and handle incoming requests for vehicles, answer and dispatch incoming calls, and obtain appropriate information, and then dispatch to Public Works personnel to take appropriate action. Perform administrative duties for the Public Works Manager and the various departments with the Public Works Department.

### **QUALIFICATIONS:**

- Prefer High School Diploma or GED.
- Must be able to read, write and speak the English language.
- Possess reasonable knowledge of police and procedures affecting assigned work and knowledge of office administration principles, budgeting procedures and financial recordkeeping.
- Must possess knowledge of a variety of computer software, including word processing, database, spreadsheet applications and Microsoft Office.
- Must possess skills to multi-task work set up and maintain filing system.
- Must possess in utilizing a variety of office equipment in basic Math and bookkeeping practices and in basic grammar and punctuation.
- Establishes and maintains effective working relationships with other department staff, tribal departments and general public.
- Must be able to prioritize won work and meet deadlines as necessary.
- Must have good telephone etiquette and be able to correspond effectively orally and in writing by letters, memos and email.
- Must be enthusiastic, motivated and well organized and be able to work both as part of a team and independently.
- Must be able to respond to emergency situations efficiently.
- Ability to maintain strict confidentiality.
- Must be able to work with minimum supervision.
- Perform other related duties as assigned.
- Valid Arizona Driver's License is preferred but not required.

### **DUTIES AND RESPONSIBILITIES:**

- Maintain files for all fleet vehicles on scheduled maintenance and repairs.
- Maintain files for all GSA leased vehicles on schedule maintenance and repairs.
- Sort all other department's GSA Vehicle usage reports and charges based upon GSA's Monthly Statement and entering on the appropriate spreadsheet. Generate monthly invoice to the Tribal Housing Department.

- Maintain files for all fleet vehicle insurance information. Handle all vehicle insurance inquiries; vehicle additions, cancellations.
- Manage all vehicle accident reporting.
- Serve as contact for all vehicle loss claims.
- Maintain files on trial employees that drive fleet vehicles regularly and assist with driver's license background checks in accordance with Tribal Insurance policies.
- Complete daily work log and file for future reference; retrieve and accurately log work information.
- Oversee the activities of the Front Office, modifies routine procedures to improve office and program effectiveness.
- Maintain the front office ensuring area is clean and well organized.
- Maintain program budgets, including Bureau of Indian Affairs ("BIA") and other grant-funded programs.
- Maintain TimeIPS Payroll for departments.
- Prepare Accounts Payable Requisitions; coding to proper budgets within the program for submission to the Department of Finance for payment.
- Maintain requisition logs and spreadsheets for the purposes of tracking and monitoring program spending.
- Assist in preparing Independent Contractor forms for consultant and contractors and ensures accuracy, completeness and compliance.
- Establish positive rapport and works professionally with outside engineers and contractors.
- Attend meetings concerning BIA Rights of Way, and with state, federal, local agencies and other tribes.
- Prepare meeting minutes when attending meetings for the program.
- Maintain professional education and interaction at meetings and conferences to keep abreast of changes in requirement which affect the Nation and current trends in the field.
- Maintain calendar for the office and communicates appointments and meeting for the Public Works Manager.
- Schedule and prepare departmental employee travel itineraries.
- Coordinate and implement plans to improve the Public Works Department.
- Establish, organize and maintain recordkeeping systems for departmental correspondence.
- Seek innovative ways to streamline and improve paper flow process and procedures.
- Maintain professional demeanor in all dealing with visitors; greet the public and answer questions and/or refer clients to the appropriate individuals for follow-up action.
- Maintain a positive and effective working relationship with other department staff.
- Support of the staff members as a team player, helping other personnel with their job duties.
- Perform other related duties as assigned.

### **Physical Requirements**

The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**