



Tolowa Dee-ni' Nation Position Description

Title: H.E.L.P. Administrative Analyst
Class: Clerical
Status: Full Time
Supervisor: H.E.L.P. Director
Effective Date: Approved February 2, 2017

Department: (07) Head Start / Administration
FLSA: Non-Exempt
Pay Grade: 3.2-4 (\$11.22 – 17.59)
Subordinates: None

Position Summary:

Under the direct supervision of Howonquet Early Learning Program (H.E.L.P.) Director. Performs general administrative duties as assigned. Assigned duties may include; reports, creating and implementing file systems and data base, scheduling, reading and responding to business and facsimiles correspondences. The Administrative Analyst is expected to work as part of a team to further the goals of Tolowa Dee-ni' Nation.

All Tolowa Dee-ni' Nation employees are at will employees.

Essential Duties and Responsibilities:

- Performs all assigned clerical duties, including but not limited to, answering telephones, typing, filing, in-kind tracking, record keeping and receptionist functions. Draft documents, letters and memorandums as directed; Data entry for tracking programs i.e., EZ Care.
- Coordinates departmental information such as time sheets, travel arrangements, per diem, purchase orders, vendor payment requests, expenditure tracking and meeting agendas.
- Gathers information and prepares monthly newsletter.
- Maintains employee files in a timely manner.
- Attends scheduled and unscheduled meetings including, management, department, Tribal Council, Parent Policy Council and Parent Committee Meetings as requested.
- Prepares an agenda and packets for meetings as well as taking minutes.
- Assist in preparation of periodic reports; submit reports to appropriate person as directed by the H.E.L.P. Director.
- Acts as a liaison between Program Manager, Education Coordinator and Teaching Staff.
- Provides support to the Teaching Staff; all assignments are channeled through the Program Manager.
- Assists Teaching Staff in Evacuation Drills, such as Fire, Tsunami and Earthquake Drills.
- Participates in Head Start trainings, both mandated and recommended by Program Manager; such as Mandated Reporting and Blood Borne Pathogens.
- Must be able to promote, establish and implement positive working relationships with children, families and co-workers.
- Must be able to respect and adhere to the practice of the organizations confidentiality policy.
- Support overall H.E.L.P. operations by assisting in any other task as directed by the H.E.L.P. Director.
- Attend Tolowa Dee-ni' Wee ya' (language) classes and use Tolowa language in the workplace when greeting or talking with parents and throughout the day when possible.

H.E.L.P. Administrative Analyst

Original approved 7/2009

Tribal Council Approved – Feb 02, 2017 with title and pay changes

- Temporary or permanent duties and responsibilities may be added to, or modified as necessary.

Minimum Qualifications:

- High School diploma or equivalent (GED).
- One-year relevant experience or specialized training.
- Early Childhood Education college units or experience working with young children preferred.
- Computer skills required. Must have competency with Microsoft Word, Excel and other software/hardware associated with modern business offices.
- Ability to effectively operate modern office equipment associated with the position such as a computer, fax machine, copy machine and voice mail system, etc.
- Ability to speak, read, write English fluently, and have the ability to communicate effectively verbally and in writing.
- Ability to communicate with Spanish speaking families.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and understand documents such as operating instructions and procedure manuals.
- Must satisfactorily pass an extensive and detailed pre-employment screening and Criminal History background check.
- Must satisfactorily pass an annual physical examination per Howonquet Head Start Regulations.
- Must be able to maintain confidentiality of personal information about children, families and staff.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Preferred Knowledge:

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions from groups of managers, clients and the general public.

Mathematical Skills:

Ability to work with mathematical concept such as probability and statistical inference, ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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Certificates, Licenses, Registrations:

- Pass a TB test.
- Possess and maintain a Food Handlers Certificate, Adult/Infant CPR and First Aid Certification.
- Must possess and maintain a valid, state-issued driver’s license, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle or feel. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 30-45 pounds and occasionally lift and/move 50 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities on a daily basis. There are many distractions and the noise level does escalate during physical activity times. Environment can be chaotic due to sheer numbers of children and families in close proximity.

Additional Employment Conditions:

All Tolowa Dee-ni’ Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni’ Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employees will also be taken into consideration. Tolowa Dee-ni’ Nation is an at will employer.

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____