

## KAWERAK POSITION DESCRIPTION

DEPARTMENT: Administration  
JOB TITLE: Tribal Coordinator  
POSITION STATUS: Regular, Full Time  
EXEMPT STATUS: Non-Exempt  
PAY SCALE GRADE: 9-10-11  
REPORTS TO: Tribal Affairs Director

### BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Provide administrative support at the local level to facilitate information exchange and delivery of services.
- 2) Assume responsibility for day to day operations of the office for Tribal Council. Compose letters and answer routine correspondence, type reports, complete and monitor grant applications, assist in gathering information on the needs of tribal members at the local level and forward above information to Kawerak and other organizations for inclusion in region-wide planning efforts.
- 3) May serve as financial officer for the Native Village and submit reports as required.
- 4) Establish and maintain local filing system and office procedures.
- 5) Receive visitors, answer telephones and disseminate information.
- 6) Assume the primary responsibility to ensure that Tribal enrollments are kept up to date.
- 7) Schedule meetings and conferences for Tribal Council. Record and transcribe minutes for all Tribal Council meetings.
- 8) May serve as Tribal Court clerk and as such assists in the drafting and coding of Tribal ordinances.
- 9) Provides staff support to the local Elder's Committee.
- 10) Other duties as assigned by the Tribal Council President.

### QUALIFICATIONS:

- 1) High school diploma or G.E.D. equivalent.
- 2) Two years previous secretarial, administrative, or supervisory experience.
- 3) Must be able to type. Computer experience highly desirable.
- 4) Strong organizational, oral and written communication skills.
- 5) Must be able to work well with the public.

Native Preference per Public Law 93-638.

(Approval 12-3-98)