

Upper Sioux Community Board of Trustees Staff Job Announcement

Job Title: Executive Office Manager

Reports to: Upper Sioux Board of Trustees.

GENERAL PURPOSE OF JOB:

The Executive Office Manager primary purpose is to provide full, effective support to the Board of Trustees. To serve as a Board of Trustees liaison between Prairie's Edge Casino Resort, Tribal Operations, the Gaming Commission, Staff, Community membership, outside Organizations/contacts and the General public. To also serve as a liaison between individual Board members.

To manage files, policies, directives and others as issued by the Board of Trustees in reference to Upper Sioux Community Tribal Operations, Prairie's Edge Casino Resort, Gaming Commission and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Full understanding and awareness of the inner departments of the Upper Sioux Community Tribal Operations, Gaming Commission, Prairie's Edge Casino Resort, the Board of Trustees and their relationships to each other.

Maintain all records and inventories of the Board of Trustees as directed.

Able to handle Board business in the absence of the Tribal Secretary, if needed or specifically directed.

Plan and coordinate conferences, conference calls, appointments, meetings, public relations events, travel arrangements, special events as needed or/directed by the Board of Trustees. In the absence of a Tribal Secretary, plan and oversee special elections and/or tribal elections as needed or if specifically directed.

Maintain the Board of Trustees schedule of events/calendars, individually and as a collective.

Schedule all meetings for the Board of Trustees. Receive, screen and record incoming phone calls from the Board of Trustees Receptionist in a professional manner. The Board of Trustees Receptionist will be under your supervision. Provide referrals, handle walk-in clients and possess the ability to deal with difficult people and/or problems effectively and professionally, perform administrative duties.

To prepare by writing, transcribing, recording or routing: Memorandums, Correspondence, Contracts, Check Requests, Purchase Orders, Reports, Notices, Governing documents, Public Relations notices.

Prepare outgoing mailings, faxes, and any other mailing as directed by the Board of Trustees.

Maintain effective communication with all contacts of the Upper Sioux Board of Trustees that are necessary to the operation of the organization, such as the Tribal Attorney, Consultants, Tribal Court, Community Center, Membership, Government agencies and officials on the local, state and national level, groups, agencies or individual's under contract with the Community/BOT, the general public and any others as needed or directed.

Assist the managing staff of the Upper Sioux Community Tribal Operations Center, USC Housing Program and the Multi-Purpose Building when needed, requested, or as directed by the Board of Trustees.

Must possess strong organizational abilities and verbal skills and handle and manage multiple tasks under pressure and under deadline. Ability to handle stress effectively.

Ability to work alone, unsupervised and to report any and all duties being performed when requested or directed. Ability to be a self-starter in performing tasks and duties.

Effective knowledge and experience with multiple computer software programs and business machines and by other electronic means, such as the internet/e-mail.

Other duties as needed or directed by the Board of Trustees.

Training and or continuing education may be provided on an as needed basis as approved by the Board of Trustees.

Native American Preference Will Apply

Please submit a resume with 3 references to:

Upper Sioux Community Board of Trustees

P.O: Box 147

Granite Falls, MN 56241

Position will remain open until filled