



Upper Sioux Community

Pezihutazizi Oyate

Executive Office Manager

Job Description

Department: Tribal Operations

Reports To: Board of Trustees

Employment Status: Full-Time (Monday–Friday, 8:00 AM–4:00 PM)

Salary: Negotiable, based on qualifications and experience

General Purpose

The Executive Office Manager provides executive-level administrative support to the Upper Sioux Community Board of Trustees. This position serves as a central point of coordination for Board activities, official communications, records management, community relations, Tribal governance documents, and administrative functions necessary to support the effective operation of the Board of Trustees.

The Executive Office Manager maintains confidentiality, ensures timely completion of Board directives, coordinates communication between the Board, Tribal departments, community members, outside organizations, and provides administrative assistance to support Tribal government operations.

Essential Duties and Responsibilities

Board of Trustees Administration and Governance Support

- Manage and maintain the Board of Trustees calendar, schedules, appointments, and official meetings.
- Schedule meetings as directed or approved by the Board of Trustees.
- Receive requests from Tribal members and community members, obtain general information regarding the purpose of the request, and appropriately relay information to the Board of Trustees.
- Prepare and coordinate Board meeting agendas, including TOPS meetings, Quarterly Meetings, and Tribal Leaders Meetings.
- Assist with TOPS meeting minutes by following established instructions and procedures.
- Maintain Board resolutions, ordinances, policies, procedures, and official governance documents.
- Process, review for completeness, and route Board Action Forms.
- Coordinate contract signature routing and maintain related documentation.
- Maintain and update USC Handbook information and Employee Handbook materials.
- Assist with election materials, procedures, and administrative coordination as directed.

Executive Correspondence and Community Relations

- Prepare and coordinate community letters, support letters, notices, and official correspondence on behalf of the Board of Trustees.

- Coordinate funeral and hospital plant arrangements or other expressions of support as directed.
- Maintain professional communication with Tribal members, employees, departments, government agencies, attorneys, consultants, and outside organizations.
- Coordinate DNA testing requests, appointments, documentation, and related correspondence.
- Assist with JOM program-related administrative needs.
- Support Financial Literacy program coordination, including scheduling, correspondence, and administrative materials.

Contracts, Agreements, and Land Administration

- Maintain and process land assignment documentation.
- Prepare and coordinate land lease agreements.
- Assist with relinquishment documentation.
- Maintain records related to Tribal property agreements and Board actions.

Insurance, Property, and Asset Administration

- Coordinate vehicle insurance matters, including claims, registrations, tabs, and titles.
- Assist with building insurance claims and related documentation.
- Maintain records and correspondence related to Tribal assets.

Travel and Event Coordination

- Coordinate Board of Trustees travel arrangements, including flights, hotels, and related travel documentation.
- Assist with per-dem forms and travel-related paperwork.
- Coordinate events and special activities involving the Board of Trustees.
- Assist with planning and logistics for Tribal meetings, gatherings, and official events.

Human Resources and Employment Support

- Notify Information Technology of approved job openings and provide job announcements for posting.
- Notify IT when positions have been filled for removal of postings and related updates.
- Coordinate posting of approved job announcements through Listserv, indeed, newspapers, and other approved outlets.
- Process leaves slip for Directors and/or Managers as directed.
- Maintain mandatory workplace postings at the NOC, Administration Building, Roundhouse, and Propane Facility.

Department and Operational Support

- Assist Tribal departments and programs as needed or directed by the Board of Trustees.
- Order office and operational supplies as needed.
- Provide administrative support related to Propane operations, including accounts receivable and billing assistance.
- Maintain attorney contact information and related communications.
- Coordinate USC Tribal Cemetery lot documentation and related records.

Additional Responsibilities

- Maintain organized and confidential files and records.

- Ensure compliance with Board directives, policies, procedures, and established administrative practices.
- Perform other duties as assigned by the Board of Trustees.

Minimum Qualifications

- Associate degrees in Business Administration, Public Administration, Office Management, or a related field preferred; equivalent combination of education and experience may be considered.
- Minimum of three (3) years of progressively responsible executive administrative or office management experience, preferably in Tribal government or a governmental organization.
- Strong knowledge of office administration, records management, and executive support functions.
- Excellent written, verbal, interpersonal, and organizational skills.
- Proficiency with Microsoft Office Suite, email systems, document management, and standard office technology.
- Ability to maintain strict confidentiality and exercise discretion in handling sensitive information.
- Ability to prioritize multiple assignments and meet deadlines in a fast-paced environment.
- Ability to establish and maintain effective working relationships with elected officials, employees, Tribal members, government agencies, and the public.
- Valid Minnesota driver's license or ability to obtain one.

Knowledge, skills and abilities

- Knowledge of Tribal government structure and governance principles.
- Strong organizational and time management skills.
- Exceptional communication and customer service abilities.
- Ability to coordinate complex schedules and multiple projects simultaneously.
- Strong attention to detail and accuracy.
- Ability to work independently and collaboratively.
- Professional judgment, discretion, and diplomacy.
- Ability to handle confidential information with integrity.
- Problem-solving and conflict-resolution skills.
- Ability to perform effectively under pressure and changing priorities.

How to Apply

Please submit resume and 3 references to:

Board of Trustees

Upper Sioux Community

PO Box 147 | 5722 Travers Lane

Granite Falls, MN 56241

Email: boardoftrustees@uppersiouxcommunity-nsn.gov

Phone: (320) 564-3853

Preference Statement

Native American Preference applies in accordance with the applicable Tribal and Federal laws.