



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Tribal Public Works Assistant

This position is responsible for assisting the Tribal Public Works Director and Project Manager with general administrative tasks.

This position performs a variety of routine work within established policies and procedures and receives detailed instructions on new projects and assignments.

Team: Tribal Public Works

Salary Range: \$18- \$22/hour

Reports to: Tribal Public Works Director

Schedule: Regular, 20 hours per week

Salary Status: Non-Exempt from Overtime

Last Revised: January 2019

Responsibilities/Duties

- Process Purchase Orders for Tribal Public Works Department.
- Reconcile invoices and submit for payment.
- Hand out and receive HUD applications.
- Reconcile budget narrative and submit TTP quarterly reports and annual report.
- Prepare and file the federal highways quarterly report and annual report.
- Review HUD applications and confirm that all documents have been properly submitted.
- Credit card reconciliation and track down receipts.
- General department administrative services.
- Compile orders for materials for purchase for HUD mini grants.
- Maintain both electronic and paper files for the Tribal Public Works Department.
- Assist with the compliance for environmental review, including gathering information from various sources.
- Input data into computer workstation for cataloging and archive indexing.
- Attend all required staff meetings and trainings.
- Work with other agencies.
- Other duties as assigned

Competencies (Knowledge, Skills and Abilities)

Excellent organizational skills. Attention to detail is of utmost importance. Must have excellent ability to prioritize tasks and meet deadlines. Incumbent must have organizational and problem-solving skills to run a project with minimal supervision. Must be familiar with Microsoft Office programs, able to operate printers, scanners and digital cameras. Able to communicate verbally and in writing in order to provide status reports and generate tracking records. Must maintain a neat work area, demonstrate the ability to stay productive and show initiative when working alone

Experience Requirement

Native Village of Eyak
110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Two years administrative/clerk office experience preferred.

Education Requirement

Highschool diploma or equivalent required, training in administrative functions preferred.
Current Alaska Driver’s license with good driving record for past five years.

Performance Standard

Regularly sit for long periods of time to complete tasks.
Regularly bend, crouch, stand, move about to complete work.
Typically lifts 25 lbs to coordinate work.
Regularly manipulate electronic data to gather, input and otherwise coordinate work.
Regularly use mental, oral and written methods to complete work.
Regularly use mathematical and linear thinking skills to provide accurate, literate work.

Environmental Factors

Work will be completed in an administrative office, Exposure to typical office equipment including copiers.

Disclaimer

Nothing in this job description restricts NVE’s right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature Date

Supervisor Signature Date

Team Leader Signature Date