<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Council Operations Coordinator</th>
<th>Job Code</th>
<th>7/B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Council Operations Program Area</td>
<td>Location</td>
<td>Klamath-</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Council Operations Director</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

**POSITION SUMMARY:**

The Coordinator is under the direct supervision of the Council Operations Director. This position performs general clerical support duties and provides administrative support and coordination for the Council Operations Department. The Coordinator will respond to inquiries from the general public and provide information as necessary and assist the Tribal Council with their day-to-day activities. The Coordinator is responsible for accuracy in all applicable procedures, confidentiality, electronic filing, data entry, and serves as the contact person for the department.

The Coordinator maintains the office filing system, prepares Council agendas and packets, takes meeting minutes, answers the telephone, supervise clerical staff and disseminates information to the Yurok community, general public and tribal employees.

**DUTIES AND RESPONSIBILITIES:**

1. Greet visitors, ascertain the nature of business and route visitors to the appropriate office. Serves as the contact person for the department.
2. Prepares correspondence, reports, develops forms, and schedules meetings in accordance with office operating procedures. Will utilize Microsoft Word and Excel.
3. Answer telephones and provide information to callers or route calls appropriately.
4. Coordinates and oversees the purchasing processes and procedures. Maintains and completes purchase order as necessary. Will track department revenues.
5. Maintain department calendar of absences, activities, and meetings.
6. Schedule meeting rooms at Klamath tribal office and maintains Council calendar.
7. Will prepare travel advances for the department. Makes travel arrangements for department director and Tribal Council. Ensures appropriate documentation is submitted to Fiscal.
8. Maintains filing system. Files documents and retrieves them upon request from electronic filing system. Develops new filing systems as needed.
9. Performs data input. Reviews data and develops reports as necessary.
10. Coordinates and schedules program/project meetings. Prepares agendas as directed and compiles meeting materials, sends notices, and required to take minutes.
11. Responsible for department office equipment. Will set-up repair and replacement as necessary. Work with vendors to insure maintenance agreements are honored. Also maintain department inventory.
12. Responsible to order and store all office supplies.
13. Process department staff time sheets and vehicle mileage forms.
14. Will maintain calendar of employee performance evaluation and schedule with appropriate supervisory when due.

2022 (JM)
YUROK TRIBE JOB DESCRIPTION
Council Operations Coordinator

15. Assist with the preparation of project budgets and budget narratives.
17. Monitors account balances and updates Director on a regular basis.
18. Supervises and assigns clerical duties to Council Operations Assistant and clerical staff.
19. Prepares for meetings, compiling packets, records, transcribes, and edits the Yurok Tribal
   Council meeting minutes and other meetings as required.
20. Disseminates Council meeting notices.
21. Responsible for dissemination of Council action and directives to Tribal departments.
22. Responsible for reviewing the Department packet information for accuracy, format, and
   completeness for submission to Council agenda.
23. Assists Director with coordination of special events such as; Annual Membership meeting,
    Honoring events, Winter Celebrations, Town Halls and Council Special events.
24. Assumes duties of Council Operations Director while Director is on travel or on leave to
    assure department is running effectively and efficiently.
25. Performs other assigned duties as may be required to meet needs of the Yurok Tribe.

SUPERVISORY RESPONSIBILITIES:

Be able to perform a full range of supervisory duties and responsibilities. Plans work of
subordinates based on priorities, nature of assignment, and capability of employee. Develops
work performance plans and evaluates performance of subordinates. Provides advice,
instruction and guidance to subordinates on work matters. Reviews and makes
recommendations on personnel actions such as employment, retention, promotion and
termination. Determine developmental or training needs of subordinate staff.

MINIMUM QUALIFICATIONS:

1. Ability to keyboard 40 words per minute.
2. Advanced computer skills that include a working knowledge of Microsoft Office and
   electronic filing.
3. Experience working with little or no supervision.
4. Advanced knowledge of general office management skills.
5. Advanced knowledge of budgets, financial spreadsheets, reporting, policy and procedure,
   and fiscal processes.
6. Must understand the meaning and responsibility of confidential information.
7. Ability to communicate tactfully with employees, general public, and Council.
8. Ability to set priorities, meet critical deadlines, and review information for accuracy, format,
   completeness and compliance with the policies and procedures.
9. Experience with supervising employees.

2022 (JM)
YUROK TRIBE JOB DESCRIPTION
Council Operations Coordinator

EDUCATION:

G7: Four (4) years above high school or one-year equivalent to the next lower grade level (specialized experience).

G8: Four (4) years above high school and one year of experience or one year of specialized experience.

General Experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience is considered experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy. If applicable.
3. Must pass a comprehensive background check.
4. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
5. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
7. VISION REQUIREMENTS:
   • Close vision (clear vision at 20 inches or less).

2022 (JM)
YUROK TRIBE JOB DESCRIPTION
Council Operations Coordinator

- 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).

I, ___________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_____________________________  __________________________  __________________________
Employee Signature                     Date                           Employee #

_____________________________  __________________________
Supervisor Signature                Date