



Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 ▪ www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: Executive Administrative Assistant

PAY RANGE: \$28.00-\$42.00

DEPARTMENT: Administration

JOB DESCRIPTION: The Executive Administrative Assistant provides high-level, confidential administrative support to both the Quil Ceda Village General Manager and City Administrator. This pivotal role acts as a strategic liaison, managing complex executive calendars, coordinating cross-functional meetings, and facilitating seamless communication between internal departments and external agencies. This position ensures efficient day-to-day operations.

TO APPLY: Download and complete the application form located on the Quil Ceda Village website: <http://quilcedavillage.org/Employment>. Completed applications may be delivered, mailed, faxed or e-mailed to the HR department. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5000.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Quil Ceda Village General Manager or their designee

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- High School Diploma or GED Required
- Associate's degree in business administration, Public Administration, or similar field Preferred.

SKILLS:

- Strong interpersonal and customer service skills to effectively engage with public, internal departments, and government agencies
- Exceptional organizational abilities and relationships-building skills to support executive-level coordination
- Advanced proficiency in English grammar, spelling, business writing, and verbal communication (Test Required)
- Demonstrated ability to multitask, prioritize responsibilities, manage workload independently, and meet tight deadlines
- Proactive mindset with the ability to anticipate needs and resolve issues before they arise
- High attention to detail with strong skills in organization, recordkeeping, and file management

- Proficient in office procedures and experienced in using computers, software applications, and standard office equipment
- Ability to follow both written and verbal instructions accurately and efficiently

EXPERIENCE:

- Minimum of four (4) years' experience providing administrative support to senior or executive level management
- Minimum of two (2) years' experience monitoring budgets, including tracking and documenting encumbrances and expenditures

OTHER REQUIREMENTS:

- Must be 18 years of age
- General knowledge of Tribal organizational structures, procedures, policies and codes pertaining to Quil Ceda Village, licensing and planning.
- Attend Public Hearings, meetings, and trainings outside of work hours.
- Take meeting minutes and transcribe from written and audio recordings.
- Maintain a valid Unrestricted Washington State Driver's License, reliable vehicle, and proof of insurance.
- Knowledge of state, local laws and regulations regarding public records, public meetings, legal notices and other assigned functions.
- Ability to classify and record numerical data and keep records complete.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Dexterity of hands and fingers to operate a keyboard.
- Hearing and speaking to exchange information in-person and on the telephone.
- Sitting and standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, about shoulders and horizontally.

SPECIFIC JOB PERFORMED:

- Provide confidential administrative support to the General Manager and City Administrator, ensuring discretion and professionalism in all interactions
- Serve as the primary point of contact for the Executive Office, screening inquiries, responding to questions, and assisting with coordination across departments and agencies
- Prepare and proofread correspondence, reports, meeting notes, charts, spreadsheets, forms with accuracy and attention to detail
- Create, maintain, and organize files, records, logs, and agency resources in accordance with established procedures
- Manage incoming and outgoing records for the General Manager and City Administrator, including signature requests, logging, coding, and indexing, and distribution

- Attend meetings with local, county, and state officials as needed, providing specialized administrative support for the Executives
- Exercise independent judgment in resolving complex issues and conflicts, ensuring timely and effective solutions
- Coordinate and manage Executive schedules, calendars, and meeting logistics, including travel arrangements and expense reconciliation in compliance with Village policies
- Compile, prepare, and maintain a variety of records, reports, and files, including agreements, contracts, policies, revenue documents, budgets, resolutions, ordinances, and other assigned materials
- Track and follow up on critical tasks, deadlines, and action items to ensure timely completion and accountability
- Research, compile, and verify data and information, compute statistical data, and process various forms, applications, and paperwork
- Duplicate, assemble, distribute, collect, and verify documents for accuracy and completeness; receive, process and distribute incoming materials
- Collaborate with local, county, state, and federal government agencies impacting Quil Ceda Village and the Tulalip Tribes
- Consult with Village Attorney on legal procedures as needed
- Assist clients in person, by phone, or via email with inquiries regarding Village policies and procedures
- Comply with departmental standard operating procedures and contribute to the development and maintenance of process improvements
- Attend training, seminars, and workshops to maintain and enhance professional skills
- Maintain strict confidentiality of all departmental information, both written and verbal
- Perform other related duties as assigned.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, and special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.