

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-024 **Issue Date:** 02-12-15 **Closing Date:** 02-26-15

Program Coordinator
Multimedia
Department of Administration
Hourly Wage: \$16.05/Regular/Full-Time

Incumbent is responsible to administer the Program budget. Prepares, processes, and maintains program and project budgets, modifications, journal entries, and financial reports. Provides assistance in general program and project planning and implementation relative to goals and objectives. Oversees office management. Distributes and monitors workload among support staff. Oversees timely submission of a variety of required reports and documents. Ensures Program compliance with applicable federal and tribal guidelines, regulations, policies and procedures. As assigned, is capable of making independent decisions and defining a plan of action to complete assignments. Assists with editorial functions which include managing and maintaining the newspaper subscriptions system and advertiser and underwriter records. Assists with news story and newspaper layout production and other editorial related assignments.

Knowledge, Skills and Abilities:

- Knowledge of accounting terms, principles, and practices.
- Knowledge of federal, tribal and other fiscal and budgetary rules and regulations, and their associated reporting timelines and compliance order.
- Knowledge of general office practices, policies, procedures, and protocols.
- Knowledge of and ability to use the Yakama Nation JD Edwards accounting system.
- Knowledge of and ability to use the Yakama Nation Personnel Policy Manual.
- Knowledge of tribal administrative policies and procedures.
- Knowledge of Yakama Nation financial and purchasing procedures.
- Knowledge of and ability to utilize a computer and assorted software.
- Knowledge of and experience in supervision and management principles and practices.
- Skill in safe use of standard office related equipment.
- Skill and ability to work with editorial assignments.
- Skill in developing, maintaining, and evaluating administrative functions.
- Ability to address employee grievances.
- Ability to handle stress and sensitive personnel issues.
- Ability to communicate tactfully and effectively, both orally and in written form.
- Ability to work independently and productively.
- Ability to carefully analyze extreme personnel issues or situations and apply an effective course of action in accordance with existing policies and procedures.
- Ability to establish and maintain effective working relationships.
- Ability to gain and maintain the confidence and cooperation of employees, officials, and the general public.
- Ability to maintain confidentiality.
- Ability to understand and follow instruction.

Recruiting Indicators:

- Requires and AA Degrees in business administration, accounting, or related field AND two years work experience in a relative position. OR
- A combination of documented education, training, and work experience totaling four years. Must be able to provide documentation upon request.

Necessary Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver License and proper operator insurance coverage.
- Ability to obtain a Yakama Nation Driving Permit.