



Tucson Indian Center

Human Resources Department

160 N. Stone Ave * Tucson, Arizona * 85701

PH: 520.884-7131 FAX: 520.884-0240

Job Description

Job Title: Administrative Assistant

Salary/Wage: Pay Grade 28

Status: Permanent, Full-Time

Hrs. /WK: Forty (40) hours per week

Department: Health Services

Job Location: Tucson, Arizona

Job Summary:

Embraces and Embodies the Identity Document's Mission, Purpose and Vision Statements; Core Values; Guiding Principles and Strategic Goals. Responsible for administrative support to Health Services Director and department with office management responsibilities to include vendor contract assessments and tracking, reports, . The Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Responsible for secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements).

Essential Functions:

1. Provides administrative support to the Health Service Director and department.
2. Coordinates all department vendor contracts, including annual assessments of contracts, tracking vendor contract expenditures, completing competitive bidding for contracts where required and creating contract templates.
3. Assesses and negotiates proposed vendor contracts and provides recommendations to Health Services Director.
4. Completes purchasing requests, including requests for department office supplies.
5. Prepares reports and documents, such as monthly reports, operating reports with statistical records of performance data, analyzing and summarizing raw data, annual reports, and conclusions and recommendations for solution of department administrative problems.
6. Schedules and coordinates logistics of meetings.
7. Reads and answers correspondence.
8. Assists with outreach activities, including event set-up/break-down, flyer creation and distribution, mailings, social media postings, email blasts.
9. May complete or assist with the credentialing of clinical providers when needed.
10. Provides coverage for Front Desk receptionist/Medical Records Clerk.
11. Files and retrieves documents, records, and reports.
12. Performs clerical tasks, such as copying data and compiling records and reports, tabulating and posting data in records, and preparing purchase requests.
13. Performs other duties as assigned.

Required Knowledge, Skill and Ability:

- Knowledge of local American Indian community
- Skills in excellent customer service, including professional and courteous communication
- Knowledge in Microsoft Office Suite
- Ability to maintain confidentiality
- Ability to utilize all office equipment and electronic communication devices
- Ability to function in a proactive manner and with limited supervision.
- Verbal and written communication skills
- Time management and ability to meet deadlines
- Interpersonal skills
- Problem solving

Required Experience and Training:

Bachelor of Science or Arts

OR

Associates Degree in administrative assisting, business, human science, or health-related field;

OR

A high school diploma or GED equivalent with minimum combination of four (4) years of work experience in the administrative support role, secretarial job or personal assistant.

Additional Requirements:

- Must obtain a HIPAA certification within 2 weeks of hire.
- Must pass Arizona DPS Fingerprint Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

Working Conditions:

While performing the duties of this job, the employee is regularly sitting. The employee must occasionally lift and/or move up to 30 pounds.

Supervisory Status:

Non-Supervisory

Reports to Health Services Director

Reviewed and Approved By:

Department Director

Date

Human Resources Representative

Date

Executive Director

Date

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

Revision No: 2

Revision Date: 5/17/2022