



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

Lower Sioux Indian Community

Program Support Specialist - Job Description

Title: Program Support Specialist

Reports to: CWOO Director

Wage: BGN

Summary: The CWOO Program Support Specialist will assist and oversee projects assigned by the CWOO Director, be responsible for the data management of the program, completing reports, assisting in human resources and personnel requirements, and maintaining personnel records, payroll, and perform clerical work for the program as it relates to inventory, purchase orders, purchasing supplies needed to provide Early Head Start and Head Start services, and preparing paperwork for accounts payable and receivable. This position is supervised by the CWOO Director.

Duties

- Work in collaboration with management staff to maintain, develop and/or revise the programs' policies and procedures relating to the program's human resources and fiscal budget.
- Assist in coordinating the activities involved in program planning, self-assessment, community assessment, and program goals and objectives as directed.
- Maintain ChildPlus, the data management system of the program.
- Complete ChildPlus reports.
- Assist with Human Resources and personnel requirements.
- Maintain personnel records and payroll.
- Complete purchasing orders for supplies as needed.
- Maintain inventory of supplies.
- Prepare paperwork for accounts payable and receivable.
- Liaise with the tribe's Finance Department, through meetings and monthly reports.
- Attend staff meetings and professional development training.
- Other duties as assigned.

Recommended Employment Qualifications

Education

AA degree preferred with one-three years' previous experience working as an administrative assistant in finance, human services, and/or education.

Experience

Past experience using relational database systems or willingness to learn. Strong knowledge of the Lower Sioux Indian Community. Professionalism and confidentiality required.

Disclaimer

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Tribal Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____