



Cow Creek Government Office

Position Description

Position Title: Forestry Executive Admin

Department: Forestry

Reports To: Director of Forest Management

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Under the direct supervision of the Director of Forest Management, the Executive Specialist provides office administration services and secretarial and project support for all of the various members of the Forestry team as needed.

ESSENTIAL FUNCTIONS:

- Provide executive administrative support to Director of Forest Management.
- Coordinate office organization and professional appearance of department.
- Maintain Forestry Department project tracking database.
- Maintain Forestry Department records.
- Review and develop contracts and amendments as directed by the Director of Forest Management.
- Assist in the tracking of Forestry Department budget and account information.
- Participate in other Forestry Department related grant writing and reporting.
- Work with others in the Forestry Department on preparing presentations, reports and documents.
- Assist with Forestry Department activity scheduling and coordinate travel arrangements for Department staff.
- Develop and maintain filing systems, including such activities as copying, faxing, assembling documents, scanning documents and records/literature management.
- Receive timber sale scale data and truck tickets, maintain timber sale scale data spreadsheet and develop summary reports to be approved by Director of Forest Management.
- May be asked to perform other tasks, as required.
- Data Entry

QUALIFICATIONS:

- A. High school graduate or equivalent required, with Associate Degree or higher in Office Administration preferred.
- Minimum 2 years Administrative Assistant experience
- Knowledge of Microsoft applications required, including Word and Excel.
- Understanding of accounting systems and controls, accurate data entry skills, and knowledge of documentation and budgeting required, with specific experience in timber sale revenue and disbursement records a definite plus.
- Knowledge of PowerPoint and/or GIS software a plus.
- Ability to type 60+ wpm.

- Strong filing and organizational/prioritization skills.
- Excellent written and oral communication skills.
- Additional knowledge and skills related to database development a plus.
- Experience in grant writing a plus.
- Ability to adjust to quickly changing duties and assignments.
- Ability to work with others as a team player.
- Current and valid Oregon driver's license in good standing is required with no insurability issues as determined by the Tribe's insurance carrier.