



HOPI HEAD START PROGRAM

OFFICE MANAGER

INTRODUCTION: The Hopi Head Start Program recruits and selects dynamic, well-qualified staff that possess the knowledge, skills and experience to provide high quality, comprehensive and culturally sensitive services to children and families in the program. This position is responsible for full-range, complex administrative and technical tasks, including effective public relations, office management, scheduling and independently handling routine and complex correspondence and information requests.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Coordinates and monitors office functional activities and special projects; keeps supervisor informed of details affecting office management decisions; participates in establishing organizational, departmental and workgroup goals and objectives; keeps supervisor apprised of updated program related information; develops administrative operation policies and procedures to decrease response times and streamline work processes; works cooperatively and jointly with others to provide quality customer service.
2. Develops and implements effective and efficient office administrative procedures for records management system, i.e., tickler systems, tracking logs, cross-reference systems, etc.; monitors systems for proper filing and retrieval of documents pertinent to office financial operations; tracks and maintains confidential and sensitive information/data in accordance with established policies and procedures.
3. Performs complex administrative work, including researching information from various sources, compiling and analyzing information/data, verifying and tabulating statistical data; implements a tracking system for proper electronic filing and retrieval of information and documents organizing and maintaining statistical information; uses archives to prepare monthly, annual and special statistical, financial, operational and management reports for the supervisor, Tribal Council, other tribal officials and funding agency.
4. Prepares and submits office fiscal proposals/budgets, reconciliation reports, budget modifications/amendments; performs cost projections; assists staff with budget related activities; performs general and demanding support duties to implement administrative actions required by tribal and federal policies & procedures; monitors expenditures through an automated accounting system (downloaded or purchased); and consults the Office of Financial Management Office regarding accounting questions, issues and concerns to ensure program compliance with the Head Start fiscal performance standards & regulations.
5. Reviews and processes financial documents; validates, controls and maintains accounting transactions and accounting records involving multiple accounts; reviews records to identify source of discrepancies and brings account into balance; abstracts financial data reflecting financial condition and operating status of program, closes accounts and prepares balance sheets and financial statements.
6. Processes procurement requisitions, travel authorizations, travel expense claims and payment of vendor invoices in accordance with tribal financial policies & procedures and funding agency rules and regulations; verifies and assumes accuracy of information and deliverables and completeness of transaction documents; obtains price quotes; follows-up on transactions; monitors purchase agreements, professional service contracts, etc.; and works in close collaboration with the Property and Procurement section of the Hopi Tribe to establish and maintain an inventory control system of program equipment, machines, tools, supplies, etc.; ensures inventory is properly tagged and listed in accordance with tribal and federal policies and procedures and in collaboration with other Head Start staff.
7. May serve in an acting capacity when the supervisor is unavailable when in contact with the general public, departments, offices, tribal officials, funding agency representatives, etc.; issues instructions on behalf of the supervisor and makes oral presentations to individual persons or groups as delegated.
8. Attends staff, Parent Committee(s), Parent Policy council and other meetings, conferences, workshops, etc., to report on area of responsibility, maintains documentation of all meetings with parent committees and Parent Policy Council regarding financial and other related matters; and attends training on Head Start fiscal management and procedures as needed to keep the program in compliance with Head Start fiscal performance standards.

9. Reports suspected child abuse case, in written form, to appropriate responsible agency(ies).
10. Performs other related duties as assigned or authorized to achieve program goals and objectives.

COMPLEXITY: The work consists of duties that involve unrelated and related processes and methods. Decisions regarding what needs to be completed include the assessment of unusual circumstances, incomplete or conflicting data. The work requires making decisions concerning such things as the interpretation of data, planning of the work and refining the methods and techniques to be used.

SUPERVISION RECEIVED: The incumbent receives very minimal supervision and is under line authority of the Director. The incumbent and supervisor, in consultation, establish the objectives and timelines. The incumbent uses knowledge of office management and administrative methods and procedures; and takes initiative in prioritizing and carrying out assignments independently without specific instructions. Work is reviewed occasionally or on a problem basis, through conferences and results achieved. The incumbent exercises considerable initiative and independent judgment in planning and organizing the work, efficiently accomplishing work assignments, handling problems and confidential matters.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work unit, Tribal Council, Budget Oversight Team, personnel of other agencies, public and private sector businesses/organizations, funding agency representatives and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts, provide assistance and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. Work may extend into evenings, weekends and/or holidays. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education : Associates Degree in Business/Public Administration, Accounting or closely related field;

AND
 - B. Training : Skills training in office operations and procedures, which includes word processing, account maintenance, data archiving and other applicable software applications;

AND
 - C. Experience: Six (6) years work experience performing highly complex professional administrative and fiscal duties, including problem solving, researching, managing multiple funding accounts.

OR
 - D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.
2. Required Knowledge, Skills and Abilities:
 - A. Knowledge:
 - Knowledge of tribal and federal budgeting principles, practices, methods and techniques
 - Knowledge of tribal governmental organization, administration and fiscal management practices
 - Knowledge of automatic filing and archiving systems
 - Knowledge of and skill in the use of business English, punctuation and grammar
 - Knowledge of customer service principles, practices and quality standards
 - Knowledge of research techniques, methods and procedures
 - Knowledge of modern office equipment/machines and applicable software
 - Knowledge of use of accounting software
 - B. Skills:

- Skill in verbal and written communication
- Skill in operating modern office equipment/machines and applicable software
- Skill in human and public relations
- Skill in researching and project coordination

C. Abilities:

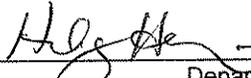
- Ability to operate modern equipment/machines and applicable software programs
- Ability to work independently and exercise sound judgment and professionalism
- Ability to coordinate and handle a variety of administrative functional responsibilities and tasks
- Ability to deal professionally, effectively and courteously with others under pressure
- Ability to work with and handle complex budgets
- Ability to explain technical budgetary problems in simple non-technical language
- to manage multiple projects/assignments simultaneously, meeting required deadlines
- Ability to establish and maintain positive professional working relationship with others

SPECIAL REQUIREMENTS:

1. Possess or obtain and maintain a food handler's card.
2. Possess or obtain and maintain a First-Aid and CPR certification.
3. Must satisfactorily complete an annual physical examination (including tuberculosis screening) and drug & alcohol test.

CONDITIONAL APPOINTMENT:

Depending on the needs of the position, some incumbents of this class may be required to possess a valid Arizona Driver's License and pass/complete the Hopi Tribe's Defensive Driving Course

REVIEWED BY:  4/25/06
Department/Office Hiring Authority Date

APPROVED BY:  25 Apr '06
Personnel Director Date

Range: EXEMPT [28]
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