



Job Title: OFFICE MANAGER

Department /Office: Any

Reports to Whom (title): Director / Manager

Salary / Hourly Range: 32

Job Classification Code: 8810

Level of Background Check: 1B

Status: NON- EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes, As Required

Created: 08/07/2013

INTRODUCTION:

This position is responsible for efficient full-range, secretarial and administrative work of moderate difficulty and complexity requiring applications in supervision, management, exercise of independent judgment and decision making abilities.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Monitors office operations, functional activities and special projects; receives, analyzes and assigns to appropriate staff; keeps supervisor abreast of details affecting office management decisions; demonstrates continuous effort to improve operations, streamline work processes, work cooperatively & jointly with others to provide quality seamless customer service.
2. Coordinates and attends office/project meetings; prepares packets; conducts and gathers pertinent information from research activities; follows-up on actions required; takes and transcribes meeting minutes.
3. Prepares and submits office/project fiscal proposals/budgets, modifications/amendments and required office/project reports; performs general support duties intended to implement administrative actions required by tribal policies and procedures..
4. Develop and maintains office/project administrative procedures for records management, responsible for proper filing & retrieval of documents pertinent to office operations & clientele; maintains confidential & sensitive information/data in accordance with established policies & regulations.
5. May serve as a representative of the supervisor when in contact with other employees, officials, outside agency representatives, general public, etc.; issues instructions on behalf of the supervisor as delegated; makes oral presentations to Tribal Council, Budget Oversight Team and management groups in the absence of the supervisor, etc.
6. Supervises as delegated in order to efficiently complete work projects; provides instruction & training regarding work assignments, procedures, methods & techniques and establish performance standards; monitors work in progress & evaluates performance and initiates personnel actions as necessary.
7. Prepares routine correspondence, reports, etc., for review & signature; verifies material for completeness & conformance with established regulations & procedures; processes requisitions, travel authorizations, travel expenses claims or any other procedural forms required by the office.
8. Performs other duties as assigned or authorized to achieve program goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work unit, Tribal Council, Budget Oversight Team, personnel of other agencies, public & private sector business/organizations and the general public.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. At times, work may extend beyond the normal eight (8) hour daily schedule, weekends and holidays.

MINIMUM QUALIFICATIONS:

1. **Required Education, Training and Experience:**
 - A. Education: Associate's Degree in Secretarial Science or Business Administration or closely related field;

AND

 - B. Training: Completion of skills training in computer hardware & software program;

AND

 - C. Experience: Five (5) years responsible secretarial and administrative work experience, which includes problem solving, researching and budget management;

OR

 - D. Any equivalent combination of Education, Training and Experience determines to be acceptable by the Office of Human Resources.
2. **Required Knowledge, Skills and Abilities:**
 - A. Knowledge:
 - Knowledge of the tribal government organizations, administration and management practices
 - Knowledge of budgeting practices and financial recordkeeping

- Knowledge of good customer service principles, practices and quality standards
- Knowledge of supervisory practices
- Knowledge of modern office equipment/machines and applicable software programs

B. Skills:

- Skill in written and verbal communication
- Skill in operating modern office equipment/machines and applicable software
- Skill in human and public relations
- Skill in research techniques, methods and practices

C. Abilities:

- Ability to operate modern office equipment/machines and applicable software programs
- Ability to work independently, professionally and exercise sound judgment
- Ability to multi-task, meet deadlines and work under pressure
- Ability to explain & solve budgetary problems
- Ability to establish and maintain positive, professional working relationships with others.

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver's license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.

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