

**Job Title: OFFICE MANAGER****Department /Office:** Hopi Department of Transportation**Reports to Whom (title):** Director**Salary / Hourly Range:** 30**Job Classification Code:** 8810**Level of Background Check:** 1B**FLSA Status:** NON-EXEMPT; Full-time, Part-time, Temporary**Driving Required:** Yes, As Required**Approved :** 07/10/2013**JOB DESCRIPTION:**

This position is in the construction and maintenance section of the Hopi Department of Transportation (HDOT); Hopi Tribe. The incumbent is responsible to the Hopi Department of Transportation Director. This position is based on work complexity, difficulty, responsibility, knowledge, skills and abilities required to perform work for the Hopi Department of Transportation.

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. Maintaining and reviewing budget allocations, financial accounting records under the various appropriations such as routine tribal monies, highway trust fund monies, interior monies and cooperative monies, to support transactions and status of obligations with respect to precedent, practices and interpretations of budgeting, accounting, procurement, personnel, regulatory and other similar aspects of the work. Establishes and maintains control sheet for various accounts of routine, Highway Trust Funds, Interior, cooperative and carry-over monies to prevent under/over obligation of funds.
2. Maintains record of obligations, credit or debit, accounts payable and receivable, such as vouchers, requisitions, purchase order request, SF-425 processes, contract services, vehicles, equipment purchase, in a cuff account system on computer, for Transportation Planning, Construction, and Maintenance programs. Receives various commitment and obligation documents such as invoices, vouchers, computer printouts, purchase requests, work orders, contract pay estimates, packing slips and vendor invoices to ensure completeness of data, accuracy of computation, appropriateness of monetary data, and validity of accounting classification and compliance with regulations and procedures. Computes and prepares adjustment vouchers as necessary for changes in data. Initiates correspondence or telephone communications on inaccurate invoices received or transactions.
3. Produces draft to prepare finalization of necessary reports, budget status reports, budget proposals, and various documents as necessary for Department, Hopi Tribal Transportation Task Team (HTTTT) and submits to for review, then submitted for Transportation Director approval. Provides information about budget procedures and status of funds to program managers.
4. Compiles expenditure reports for payroll and program detail cost and takes corrective action to clear out errors as soon as they are detected. Requires preparation of journal vouchers to transfer cost to proper cost accounts.
5. Prepares 93-638 Contract/Grant Modifications as necessary in working with Tribal Finance, Grants & Contracts, Hopi Agency, and Western Regional Office of Indian Self-Determination Office as appropriate. Ensure that contract/grants are in compliance financially and within contract periods.
6. Receives all incoming telephone calls, personal callers, and incoming mail, retaining those items that can be handled personally and referring, complete with appropriate reference material, other matters to the supervisor. On own initiative, prepares for the Supervisor's signature, correspondence of a routine and semi-technical nature. Routes technical matters to the supervisor for consideration or reply. Controversial matters are referred to the supervisor.
7. Performs research projects to compile data concerning prior year obligation and/or allocations when requested or from other operation programs such as the Western Regional Office, Federal Highways, etc.
8. Must keep abreast of project and maintenance appropriations by maintaining and at times through direct communications with the Western Regional Transportation and the Indian Self-Determination office and assist by providing updated project and maintenance financial status. Financial status reports may be required for up to six projects or more in simultaneous progress.
9. Often the supervisor and other HDOT members are often out of the office, the incumbent is responsible for initiating action and for briefing them on matters that have transpired during their absence. Remains in contact with the supervisor by telephone and other means as necessary to assure that matters requiring the supervisor's immediate attention are relayed.
10. Schedules appointments and arranges meeting (without prior approval when supervisor is out of town), assembles and researches background material for the supervisor's attendance, and attends meeting in absence of supervisor and prepares reports of the proceedings. Schedules appointments between the Department of Transportation Director and other tribal offices/departments, tribes, or federal agencies; and maintains a calendar of these appointments.
11. Reviews outgoing correspondence from the Director and program for format, accuracy, conformance with procedural instructions and to determine that all necessary background material is attached. Collects data, summarizes, formulates and prepares recurring and special reports for the Director's signature. Maintains control on incoming correspondence and action documents; and follows up on work in process regularly to assure a timely reply or action.
12. Assists the supervisor/s in preparation of annual budget by consolidating prior year/s data, performing and checking computations, etc. Reviews monthly operating statements keeping supervisor/s advised of the current status of funds. Maintains current and accurate records of money received, obligated, transferred from other sources, open end accounts, etc. on a monthly and cumulative basis. Prepares for supervisor's signature all necessary monthly, quarterly, annual, and special reports on budget and other financial matters.
13. Prepares all documents pertinent to travel by Department employees inclusive of travel vouchers. Checks all travel vouchers for completeness and accuracy before submitting for signatures and transmittal to Tribal Finance and Disbursements.
14. Is authorized to receive and sign for department supplies and equipment keeping accurate records of all transactions and monitors the funds available in the construction and maintenance accounts. Prepares all time and attendance reports for the Department ensuring all data is exact and correct since accounting data must reflect work orders. Processes monthly utility bills and open end accounts using the proper forms and procedures to assure timely payments.

15. Receives work order request/s for road gravel or repairs from public and private sources, and routes these requests to the Director or Road Maintenance Foreman. Keeps record of all requests when fulfilled as this information is used in the narrative reports.
16. Drives a government owned or leased vehicle as an incidental operator.
17. Maintains files on road right-of-ways, legal description on survey plans, maps, survey notes, blueprints, etc.
18. Insures timely submission of the regular construction reports during the construction period while maintaining the contract files. Assists in preparing progress payment reports.

PERSONAL CONTACTS:

Contacts involve other agencies, Federal, County; and State, Tribes, Western Regional Office, Contractors, public, media and Federal Highway Administration personnel.

PHYSICAL EFFORT & ENVIROMENTAL FACTORS:

The work is primarily sedentary requiring sitting, walking, standing, bending, kneeling, and carrying items such as books, files, etc. The work is performed in an office setting but may include occasional trips to accompany the supervisory for training or other work related activities. Work involves normal daily risks and discomforts typical of an office environment. Travel on and off the reservation may be required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training, and Experience:

A. Education : Associates Degree in Business, Public Administration or related field;

AND

B. Experience : Six (6) years work experience in administration and client management services or closely related field

OR

C. 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, Federal operations programs, policies, accounting system, filing system, and construction reporting system.
- Knowledge of principles practices and terminology associated with Tribal Transportation Program (TTP), Road Construction, Road Maintenance.
- Knowledge of grammar, spelling, and punctuation.
- Knowledge of procedures for preparation of correspondence, mail routing, records management, and file maintenance.
- Knowledge of and how to prepare/write codes, resolutions and ordinances for the Hopi Tribe.
- Knowledge in human resources and record timekeeping.
- Knowledge of property and procurement procedures.
- Knowledge in budgeting procedures, preparing and monitoring fiscal budgets and reporting expenditures.
- Knowledge of Tribal Government travel regulations for preparation of travel authorizations, itineraries, and vouchers for personnel.

B. Skills

- Verbal and written communication skills to compose non-technical correspondence, prepare statistical reports, conduct presentations. interviews, and possess excellent communication skills.
- Skill in operating a computer, applicable software and various office machines/equipment i.e. fax machine, copier, ten-key calculator, etc.
- Skill in operating a government or leased vehicle.

C. Abilities

- Ability to follow written and verbal instructions
- Ability to plan and accomplish work within established policies, objectives, priorities and timelines
- Ability to perform under stressful conditions
- Ability to work independently, maintain discipline in client's activities exercise good judgment in planning, implementing and evaluations
- Ability to establish and maintain confidentiality of participant records and information
- Ability to establish and maintain a positive working relationship with others

NECESSARY SPECIAL REQUIREMENT:

1. Possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course
2. Must complete and pass the background investigation process. All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

DESIRED REQUIREMENT:

1. Speak and understand the Hopi language to translate Hopi to English and vice-versa.

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