



OFFICE MANAGER Hopi School System

OVERVIEW

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 judgement and decision-making abilities.

Employee may work beyond the normal eight (8) hour daily schedule and be required to work flexible hours which include late evenings, weekends and holidays.

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 public.

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. Travel will be required.

PRIMARY JOB FUNCTIONS (The following duties are not 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 and notes at all meetings and work sessions.
- 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, public etc.; issues instructions on behalf of the supervisor as delegated; make oral presentations to Tribal Council, Budget Oversight Team and management groups in the absence of the supervisor, etc.
- 6) Supervises as delegated to efficiently complete work projects; provides instruction & training regarding work assignments, procedures, methods & techniques and establishes 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) Support the Department/Office mission and vision by working collaboratively, coordinating efforts, and communicating effectively.
- 9) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.

MINIMUM QUALIFICATIONS

Education: Associates degree in Secretarial Science or Business Administration or closely related field; AND

Experience: Five (5) years professional administrative work experience, which includes research and budget management; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of 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.
- Skills in written and verbal communication.
- Skills in operating modern office equipment/machine and applicable software.
- Skills in human and public relations.
- Skills in research techniques, methods and practices.
- Ability to operate modern office equipment/machines and applicable software programs.
- Ability to work independently, professionally and exercise sound judgement.
- 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 REQUIREMENTS

- 1) Must maintain a valid Arizona Driver’s License and complete the Hopi Tribe’s Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver’s license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver’s license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

OFFICE MANAGER

Hopi School System
Supervisor: Chief School Administrator
Salary Range: 40
Classification: NON-EXEMPT
Revised 04/20/2026

REVIEWED BY:  DATE: 4.28.2026
Department Director

APPROVED BY:  DATE: 4/28/2026
Human Resources Director