



## OFFICE MANAGER

### **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.

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. At times, work may extend beyond the normal eight (8) hour daily schedule, weekends and holidays.

### **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; follow-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, 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: Associate 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**

Department / Office

Supervisor: Director / Manager

Salary Range: 40

Classification: NON-EXEMPT

Revised 04/07/2026

APPROVED BY:   
Human Resources Director

DATE: 04/09/2026