CHINOOK INDIAN NATION JOB DESCRIPTION

Job Title: Tribal Office Manager
Reports To: Executive Director
FLSA Status: Non-Exempt (+benefits). Full-time.
Opens: 1/7/2021
Closes: Open until filled (1st consideration given to applications received by February 15th).
Salary: $33,000 - $42,000 annually

SUMMARY: Supports tribal operations by managing office needs. Responsible for office activities, including general reception, mail, purchasing and facilities. Also responsible for directing and coordinating overall office duties and related activities.

The community of the Chinook Indian Nation is committed to the clarification of its federal status, the revitalization of its culture, language and lifeways and to better support the needs of its membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• Manages reception to ensure effective telephone, mail and electronic communications both internally and externally.
• Maintains the utmost positive image for all communication.
• Supervises and coordinates overall Office activities.
• Facilitates Council needs by assisting and preparing monthly budget reports and Council Agendas as assigned by the Executive Director.
• Responsible for the facilities day-to-day operations.
• Arranges for the purchase and donation of office supplies and furniture, office equipment, etc., in accordance with tribal needs, supervisor approval and budgetary restrictions.
• Maintains office services by organizing office operations and procedures including payroll, correspondence, filing, supplies as well as general clerical functions.
• Provides historical reference by following procedures for dissemination, retention, protection, retrieval, transfer and (rarely) disposal of records.
• Maintains, recommends and implements office policies as needed.
• Schedules employees and volunteers to maintain regular operational requirements and follows up on work results.
• Assists in recruiting, recommending, orienting and cross-training staff and volunteers.
• Assists in maintaining job performance by monitoring of employees and volunteers.
• Assists the Executive Director in the maintenance and alteration of office areas and equipment, as well as layout and arrangement of tribal facilities.
• Participates as needed in special community, committee and Council projects and meetings.
• Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and developing and maintaining personal networks.
• Contributes to team effort by accomplishing other duties as assigned by supervisor.

COMPETENCIES:

• Problem Solving - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.
• Interpersonal Skills – Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others’ ideas and tries new things.
• Teamwork – Balances team and individual responsibilities. Exhibits objectivity and openness to others’ views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone’s efforts to succeed.
• Leadership – Exhibits confidence in self and others. Inspires and motivates others to perform well. Effectively influences actions and opinions of others. Accepts feedback from others.


• Professionalism – Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.

• Adaptability – Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

• Dependability – Follows instructions, responds to management direction. Takes responsibility for own actions. Keep commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

• Organizational Support – Follows policies and procedures. Completes administrative tasks correctly and on time. Supports organizations goals and values.

• Attendance/Punctuality – Is consistently at work and on time. Ensures work responsibilities are covered when absent. Arrives at meetings and appointments on time.


QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

• At least 2 years (5 years preferred) of previous experience in office management preferred.

• Working knowledge of mail processes.

• Good planning and organizational skills.

• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

• Ability to write routine reports and correspondence.

• Ability to speak effectively before groups of customers or employees of the Tribe.

• Well-developed interpersonal and communication skills.

• Professional appearance and manner.

• Computer literacy, specifically MS Word for Windows. Quick books preferred.

• Ability to manage staff (supervisory experience).

• Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

• Possess or be able to obtain a current First Aid card with current Cardiopulmonary Resuscitation (CPR) or ability to obtain such within three months of hire.

• Must maintain a valid Oregon or Washington driver’s license or obtain one upon hire, qualify for the Tribe’s vehicle insurance, and provide proof of personal vehicle insurance.

• Ability to negotiate effectively.

• Ability to lift up to 50 lbs.

• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Cultural knowledge and experience are preferred for this position.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Common office environment.
- Off site and outdoor work is occasionally required. This includes the possibility of inclement weather and difficult or challenging terrain.
- Regularly requires moving and lifting object up to 50 lbs.
- Repetitive motion likely while conducting typical word processing / desk work.

CHINOOK INDIAN NATION & NATIVE PREFERENCE:
Preference will be given to candidate showing proof of enrollment in the Chinook Indian Nation. Native American preference will be given to candidate showing proof of enrollment or descendancy in an Indian tribe. In the absence of qualified Indian applicants, all applicants not entitled to or who fail to claim Indian Preference will receive consideration without regard to race, color, creed, sex, age, religion, or national origin.

AT-WILL EMPLOYMENT:
This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. The employment relationship with Chinook Indian Nation is voluntary; there is no specified length of employment. Accordingly, either the Chinook Indian Nation or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. This document does not create an employment contract, implied or otherwise.