



EMPLOYMENT OPPORTUNITIES

Job Title: Office Manager

Closing Date: 07/25/2018

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 18-349

Job Type: Regular Full-Time

Department: Pima-Maricopa Irrigation Project

City: Sacaton, AZ

Location: 192 S. "A" Street

Area of Interest: Administration Support

Salary Type: DOE

Salary/ Hourly Rate: \$45,435 Salary

Tribal Driving Permit Required: Yes

ESSENTIAL JOB TASKS: The Office Manager oversees office administration staff and serves as the point person for maintenance, mailing, supplies, equipment, events and will partner with Human Resources to maintain office policies. The incumbent will ensure office operations and procedures are organized, administer filling systems, review supply requisitions, coordinate with IT department on all office equipment, manage relationships with vendors, provide general support to visitors and is responsible for developing standards and promoting activities that enhance operations procedures. The Office Manager will also actively participate in the planning and monitoring of assigned budgets, and maintain a safe and secure working environment. A strong preference will be given to candidates with a construction or engineering background and digital workspace management skills.

DISTINGUISHING FEATURES OF THE CLASS:

The Office Manager provides a wide range of administrative support services to the department including supervisory functions, budget preparation, and financial oversight.

ESSENTIAL FUNCTIONS:

- Plan, organize, evaluate and manage support staff of the department, including selecting, monitoring, and counseling of staff.
- Review workload and methods and develop and modify internal policies, procedures and systems to facilitate efficiency and productivity.
- Prepare and administer the office support budget; participate in the development of the department or group budget; monitor expenditures and balances.
- Evaluate staffing needs and workload trends; recommend new positions and/or contract for temporary help as necessary.
- Establish and modify office systems in areas such as bookkeeping, office automation, workflow, tracking and records management.
- Manage and participate in the maintenance of records and statistics and in the preparation of various activities and special reports, grants and other projects.

- Conduct and participate in staff, planning and review meetings, budget hearings, training classes, conferences, and seminars.
- Interpret management policies and procedures to subordinates and ensure they are understood and followed.
- Direct the implementation of specific goals, objectives, priorities and policies and develop standards and guidelines for diverse office activities.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of principles and practices of office management, work scheduling, automation, workflow analysis, and budget development, monitoring, and purchasing.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of Community programs and ordinances, state legislation, organization, operations and specialized procedures relative to the area of assignment.
- Ability to review and make recommendations on appropriate software and office administrative systems.
- Ability to plan, organize, evaluate and direct and schedule the work of others.
- Ability to conduct research and prepare written and statistical reports and correspondence.
- Ability to communicate effectively both verbally and in writing.
- Ability to exercise independence and judgment in developing, applying and following policies, procedures and precedents.
- Ability to perform arithmetic calculations with speed and accuracy.
- Ability to evaluate organizational and office needs and develop and implement office systems and procedures to promote efficiency and effectiveness.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EXPERIENCE AND TRAINING:

Associate's degree from an accredited college or university in Office Management, Business or Public Administration or a closely related field and a minimum of three (3) years administrative/managerial experience in office management; OR High school diploma or GED and four (4) years of progressively responsible experience in office administration and management or closely related experience and two (2) years supervisory experience in office management or office setting.

ADDITIONAL REQUIREMENTS:

Required to obtain a Tribal Driving permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Supervisory, Salaried Position
Reports to Director or designee

BENEFITS INFORMATION:

- Medical – EPO or PPO Self-Funded Plan utilizing Blue Cross Blue Shield of Arizona Network
- Prescription Program
- Dental – Plan is provided through CIGNA with no deductible for preventive services or \$50 (individual)/\$150 (family) deductible for basic and major services
- Vision – plan benefits are provided through SightCare of Arizona and carry a \$10 co-pay for exams, zero co-pay

- Life and AD&D – We offer voluntary or supplemental life insurance for Employee & Dependents through METLIFE Group Insurance. GRIC pays the full cost for your Basic Life and AD&D.

Other Voluntary Benefits –

- Flexible Spending Account (FSA)
- Short Term Disability
- Long Term Disability
- Employee Assistance Program
- 12 Paid Holidays
- Vacation Leave
- Sick Leave

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

- Preference for Community Members (with proof of enrollment)
- Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
- Preference point for Spouse of Community Member (with proof of spouse enrollment)
- Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org