



**OPEN: 11/21/16**  
**CLOSE: 12/09/16**

# The Klamath Tribes

EXEMPT     
NON-EXEMPT   X  

## JOB DESCRIPTION

**POSITION:** AQUATICS PROGRAM OFFICE MANAGER

**RESPONSIBLE TO:** Senior Aquatics Biologist

**SALARY:** GS-7 \$33,468 - \$43,501 Annual/Full Benefits  
GS-8 \$37,069 - \$48,642 Annual/Full Benefits  
GS-9 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level, and normally is not above the first grade, mid-step range.

This position is grant-funded and continuation of this position is dependent upon ability to secure additional funding.

**CLASSIFICATION:** Professional/Management, Regular, Full-Time

**SPECIAL CLASSIFICATION:** This position is considered fully-exempt for Klamath Tribal members in accordance with the *Klamath Tribes Administration Policies & Procedures Reporting and Recordkeeping for Fishing Rights-Related Activity*.

**LOCATION:** Klamath Tribes Research Station  
Natural Resource Department  
5671 Sprague River Hwy.  
Chiloquin, OR 97624

## INTRODUCTION

The Aquatics Program Office Manager will provide administrative support for all activities of the Aquatics Program, located within the Natural Resource Department. The work includes numerous responsibilities involving the day to day operations of the Aquatics Department

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requiring a wide range of administrative, secretarial, and financial skills. This position requires someone who can work independently with minimal supervision to ensure timely, accurate and efficient work flow in accordance with office policies and procedures. The work often involves highly confidential matters with the added pressure of deadlines.

While this position will be supervised by the Senior Aquatics Biologist, the Office Manager will provide extensive administrative support to all professional staff in the Aquatics Program. The Office Manager will be involved in all aspects of the Aquatics Program, including extensive involvement in the administrative and financial aspects of the Sprague River Water Quality Lab. The Office Manager will be responsible for coordinating Aquatics Program functions with many external entities, including other tribal personnel, tribal officials, government agencies, professional associations, and the general public.

Employee must be able to work in a team environment while performing multiple tasks calmly and effectively often times, under pressure due to the nature of the work.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Maintain an on-going balance spreadsheet and cuff accounting for all Aquatics Program fund accounts. Work closely with Program staff responsible for individual project budgets. Responsible for maintaining the purchasing system according to established standards and guidelines for the procurement of supplies, equipment, and services.
2. Quarterly reconciliation of Aquatics Program cuff accounts with the Finance Department's cuff accounts.
3. Perform bookkeeping duties including receipt and safekeeping of monies, requisitions of funds, payment of invoices and maintenance of ledger journals.
4. Manage invoicing and accounts payable for clients of the Sprague River Water Quality Lab. Prepare invoice summaries and reconcile payments received. Produce and maintain a detailed breakdown of all Program expenses to facilitate equitable cost-sharing among Program budgets for Program expenses such as utilities that are not specific to any one account.
5. Work with the Finance Department and Program staff to closely track salary expenditures requesting and verifying that salaries and benefits are timely charged to the proper accounts. This includes monthly entry of salary/budget updates to the Aquatics Program Grant Tracker spreadsheet.
6. Oversee the development, organization and maintenance of a system to track grants from application to completion. This includes tracking of grant starting and ending dates; all financial aspects of the grants; and due dates for progress and final reports, with reminders to appropriate staff that reports are due.

7. Assist with preparing various grant-related products, including applications, reports, and modifications. Monitor internal grant process to assure deadlines are met.
8. Oversee property and facilities management for the Aquatics Program. Responsibilities include: ensuring proper tracking of capital and sensitive equipment as well as disposal of excess, damaged or outdated equipment and property; prompting employees of the need to fill out appropriate forms as described in policies; and, arranging for routine facilities maintenance and repair such as copier repair, snow removal, heating/cooling system servicing, telephone service calls, etc.
9. Perform a variety of secretarial functions for Program staff, including: arranging meetings; general clerical support; receiving and filing correspondence, records and reports; receiving and reviewing office mail; preparing all types of documents and forms; preparing travel requests for staff, and interfacing with appropriate administrative staff to make the travel arrangements; and ordering and maintaining adequate office supplies for the department.
10. Routinely drive a Tribal owned vehicle between the Research Station and the Administrative Office to transfer documents and work with other Administrative staff to complete the functions of the job.
11. Exercise the full range of supervisory duties for assigned staff. Perform overall work planning, establish work schedules and priorities, and assign and review work. Personally discuss the progress of the work and problems areas as they may arise. Recommend employee status and other personnel changes, approve leave, evaluate performance, identify training needs, and ensure that training opportunities are provided. Resolve complaints or minor grievances, and advise employees on matters related to less than satisfactory performance. Keep employees informed of management policies and goals.
12. In accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005-003, all Tribal staff are considered a Mandatory Reporter.
13. Other duties as assigned.

### **SUPERVISORY CONTROLS**

The Aquatics Program Office Manager is directly supervised by the Senior Aquatics Biologist. This position is expected to work independently, using professional knowledge and judgment in ensuring that duties and responsibilities are carried out in a timely manner and that policy and procedures are followed. The Aquatics Program Office Manager must exercise good judgment in working with the public, agencies, and other entities.

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The supervisor outlines the overall Tribal and project objectives and priorities, timelines and financial resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgment according to training, experience and instructions. Work is reviewed for compliance with policy, procedures and goal attainment.

The Aquatics Program Office Manger will directly supervise the Aquatics Program Administrative Assistant and other staff necessary to accommodate project-specific assignments in accordance with policies and procedures adopted by the Klamath Tribes.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge and skills sufficient to perform work and accomplish tasks following specific procedures in accordance with established policies, procedures, practices, and priorities of the program. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from the supervisor as necessary, making decisions based on experience.

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining appointment calendars and schedules, tickler files, setting up meetings and conferences, etc. This person should have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing work.

Must have good typing skills and the ability to proofread words and numbers accurately.

Knowledge of the proper form for letters is required. Must be able to format other documents in accordance with training, experience, and instructions.

Above average knowledge of grammar, spelling, punctuation, and vocabulary skills.

Ability to establish and maintain an effective filing and records management system.

Basic knowledge of tribal operating systems, such as personnel, property, procurement, and records management. Working knowledge of the various personnel functions and/or benefits to be able to advise employees.

Knowledge of regulations governing office procedures sufficient to assist staff members in expediting the work of the office, implement new procedures, and instruct clerical personnel in such procedures.

Ability to communicate orally and in writing. Incumbent must be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports, and instructions, etc. as

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well as for obtaining information or conveying messages.

Good public relations and interpersonal relationship skills. Incumbent must have the ability to meet with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment.

Ability to maintain strict confidentiality of records and information pertinent to the nature of the work.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Ability to supervise staff.

### **QUALIFICATIONS, EXPERIENCE, AND EDUCATION**

- High School Diploma or Equivalent, **REQUIRED**. (*Diploma, GED or transcripts must be submitted with application.*)
- Associates Degree in Office Systems Technology or related field with three (3) years relevant work experience, **OR** five (5) years equivalent relevant experience and/or training in related field may be substituted, **REQUIRED**.
- Knowledge of bookkeeping and budgeting skills, **REQUIRED**.
- Supervisory experience, **REQUIRED**
- Ability to type a minimum of 45+ wpm with 90% accuracy. Certification of typing/keyboarding ability, **REQUIRED**. (*Certification of typing speed not more than one year old must be submitted with application.*)
- Proficiency in the use of computers for a variety of tasks including:
  - General computing using Microsoft Office (e.g. Word, Outlook, PowerPoint, Excel, etc.), **REQUIRED**; use of Visio, preferred.
  - Use of an accounting software package such as Microix, Quick Books, Quicken, or the equivalent, **REQUIRED**.
- Good communication and interpersonal relationship skills, **REQUIRED**.
- Must submit to and clear an alcohol/drug screen test, **REQUIRED**. (*Employment will be contingent upon clearing the required alcohol/drug screening test.*)
- Must submit to and clear a criminal records background check, **REQUIRED**.

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*(Employment will be contingent upon clearing the required criminal records background check.)*

- Must possess a valid Driver's License, have a good driving record and be insurable by the Klamath Tribes. Must obtain a valid Oregon Driver's License within the initial 90-day probationary period as a condition of employment, **REQUIRED**. *(Copy of valid DL must be submitted with application.)*
- Indian Preference will apply. *(Must submit proof of Indian Preference with application)*

### **SPECIAL CONDITIONS**

This position entails duties that are solely fishing rights related activities. Compensation earned by Klamath Tribal members holding this position will not be considered taxable income. Any Klamath Tribal member holding this position will not have state or federal taxes withheld from their payroll checks, nor will they be issued W-2's.

### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**Revised: 11/2016**

### **APPLICATION PROCEDURES**

Submit a Tribal *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.