The Klamath Tribes  
501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624  
Phone: (541) 783-2219  
HR Fax: (541) 783-2836

EXEMPT _____  
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: AQUATIC RESOURCES OFFICE MANAGER

RESPONSIBLE TO: Aquatic Resources Director

SALARY:  
Step Range: 12-31; Full Benefits  
Salary Range: $35,990 - $63,109  
Hourly Range: $17.30 - $30.34

CLASSIFICATION: Non-Management, Regular, Full-Time

FRRA CLASSIFICATION: This position is considered fully classified 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  
Aquatic Resources Department  
5671 Sprague River Hwy.  
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The Aquatic Resources Department Office Manager will provide administrative support for all activities of the Department. The work includes numerous responsibilities involving the day to day operations of the Aquatics Department, 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 Department Director, the Office Manager will provide extensive administrative support to all professional staff in the department. The Office Manager will be involved in all aspects of the Department, including extensive involvement in the administrative and financial aspects of the Sprague River Water Quality Lab. The Office Manager will be responsible for coordinating Department 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.

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

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Maintain an on-going balance spreadsheet and cuff accounting for all Department fund accounts. Work closely with Department 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. Prepare quarterly reconciliation of Department 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 Department expenses to facilitate equitable cost-sharing among Department budgets for expenses such as utilities that are not specific to any one account.

5. Work with the Finance Department and Aquatic Resources Department staff to closely track salary expenditures requesting and verifying that salaries and benefits are timely charged to the proper accounts.

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 Department. 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 Department 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. 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. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The Aquatic Resources Office Manager is directly supervised by the Aquatic Resources Director. 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 Office Manager must exercise good judgment in working with the public, agencies, and other entities.

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 Aquatic Resources Office Manager will directly supervise the Aquatic Resources Department Administrative Assistant and other staff necessary to accommodate project-specific assignments in accordance with policies and procedures adopted by the Klamath Tribes.

**KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of or ability to quickly learn 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.

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.

Ability to learn and understand the process for submitting grant applications and associated procurement documents.

Must have excellent keyboarding skills and the ability to proofread words and numbers accurately. Emphasis will be on accuracy and attention to details.

Knowledge of accounting principles and bookkeeping skills.

Knowledge of the proper form for business 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 keep good organization within the Aquatic Resources Department by using different methods for getting projects and duties completed in an organized, systematic, and timely manner.
Ability to establish and maintain an effective filing and records management system.

Knowledge of operating systems such as personnel, property, procurement, and records management. Working knowledge of the various personnel functions and/or benefits.

Knowledge of regulations governing office procedures sufficient to assist staff members in expediting the work of the office and implementing new 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 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 operate vehicles safely under all types of weather conditions and traffic situations.

Ability to supervise staff.

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

**QUALIFICATIONS, EXPERIENCE, EDUCATION**

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess an 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. *(Must submit copy of diploma or transcripts with application.)*

- **REQUIRED** to have supervisory experience.

- **REQUIRED** to have bookkeeping and budgeting experience.

- **REQUIRED** to experience with an accounting software package such as Microix, Quick Books, Quicken, or the equivalent.

- **REQUIRED** to have good communication and interpersonal relationship skills.
• REQUIRED to have experience with standard office equipment, photocopier, etc.

• REQUIRED to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

• REQUIRED to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

• REQUIRED to possess and maintain a valid Oregon Driver’s License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes’ vehicle insurance policy. (Must submit copy of driver license with application.)

• REQUIRED to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:
• Experience in office management, preferred.

• The use of the accounting software packages such as Microix, Abila MIPS, or the equivalent, preferred.

• The use of the Visio software, preferred.

INDIAN PREFERENCE

• Indian and Tribal Preference will apply, as per policy. (Must submit tribal documentation with application to qualify for Indian Preference).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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.

APPLICATION PROCEDURE

Submit The Klamath Tribes Application for Employment with all requirements and supporting documentation to:
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.

EMPLOYEE ACKNOWLEDGEMENT:
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.

| Employee (printed name) | Employee (signature) |