



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 01/13/22
CLOSE: 01/28/22

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: ADMINISTRATIVE ASSISTANT (FITNESS CENTER)

RESPONSIBLE TO: Fitness Center Manager

SALARY: Step Range: 5-24 Full Benefits
Salary Range: \$29,263 - \$51,313
Hourly Range: \$14.07 - \$24.67

CLASSIFICATION: Non-Management, Regular Full-time

LOCATION: The Klamath Tribes Fitness Center
320 South Chiloquin Blvd
Chiloquin, Or 97624

BACKGROUND: P.L. 101-630 level background

POSITION OBJECTIVES

This position will provide a wide variety of administrative support activities for the Fitness Center. The work includes various responsibilities involving different processes and methods, requiring a wide range of office routines, as well as various repetitive tasks related to support for the department staff and programs. The position requires someone who is detail oriented and can work with minimal supervision to ensure timely, accurate and efficient workflow in accordance with office policies and standards. The work may involve confidential matters and the pressure of deadlines.

Must perform all duties in a manner that ensures professional, great customer service and impartiality, due to wide array of clientele.

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform receptionist duties on an as needed basis. This includes receiving incoming telephone calls and directing them to appropriate personnel.
2. Effectively communicate Fitness Center Programs and Education and Employment Department information to the public.
3. Assist with client user agreement applications.
4. Maintain a tracking system for Fitness Center use. This includes tracking starting and ending dates/times; with reminders to appropriate staff using a shared Outlook Calendar.
5. Perform a variety of administrative functions for the Fitness Center including arranging conferences or meetings; general clerical support; receiving and filing correspondence, records, and reports; receiving and reviewing office mail; preparing documents and forms.
6. Work closely with the Fitness Center Manager to maintain an efficient, easily accessible and understandable filing system for retrieving documents and files. Perform filing duties on a regular basis.
7. Maintain a system for securing and maintaining adequate program supplies. Responsibilities include obtaining services for and the scheduling of maintenance and needed repairs for the Fitness Center.
8. Perform bookkeeping duties including requisition of funds, payment of invoices, and maintenance of cuff accounts. Prepare vouchers, purchase orders and pay all invoices using a tracking software system for appropriate billing reconciliation.
9. Prepare travel requests for staff and interface with appropriate administrative staff to make travel arrangements in accordance with Tribal travel policies; and complete appropriate forms.
10. Make copies and distribute Department information to the Tribal public.
11. Assist the Fitness Center Manager with ensuring the office environment and common areas are kept orderly and clean for users.
12. Attend meetings with clients assist program staff and take minutes as directed.
13. May be required to attend student events on occasion and after school functions. Events may be held on the-weekend or in the evening.
14. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Works under the direct supervision of the Fitness Center Manager who provides general instructions. Work is assigned in terms of functional/organizational objectives. The Education Department Director assists with unusual situations, which do not have clear precedents.

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 individual must perform work independently 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, SKILLS, ABILITIES

Knowledge of The Klamath Tribes' mission, vision, values, cultural practices and traditions.

Ability to communicate effectively in oral and written form. This person should be able to express her/himself in a clear and concise manner by telephone, in person and for the purposes of correspondence, reports and instructions, etc. as well as for obtaining information or conveying information to the public.

Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing work.

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.

Must possess general operating knowledge of various computers, software programs, and office equipment (i.e. copiers, fax machine, calculator), and above average typing skills.

Must possess strong organizational skills and the ability to problem solve.

Ability to stay focused, efficient and effectively manage multiple priorities, while meeting deadlines.

Ability to work effectively with Native American people in culturally diverse environments.

Ability to establish and maintain harmonious working relationships with other employees and the public.

Must have the ability to connect with youth and have respect for Tribal culture.

Must be a self-starter with the ability to perform with little or no supervision.

Must be able to work independently and as a team.

Ability to maintain **strict confidentiality** of client information.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; only required when applicant doesn't have a college degree.*)
- **REQUIRED** to have two years of job-related experience.
- **REQUIRED** to possess (or obtain within 30 days of hire) and maintain CPR and First Aid training.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to work an alternate schedule, including weekends and evenings as necessary.
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **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:

- Positive experience working with Native American students and Native community.
- Experience in office management, 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:

**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.

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)