



## The Klamath Tribes

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

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 10/28/22  
CLOSE: 11/10/22

EXEMPT \_\_\_\_\_  
NON-EXEMPT  X

### POSITION DESCRIPTION

**POSITION:** OFFICE MANAGER (ECDC)

**RESPONSIBLE TO:** ECDC Director

**SALARY:** Step Range: 15-25; Full Benefits  
Salary Range: \$41,687 - \$56,024  
Hourly Range: \$20.04 – \$26.93

**CLASSIFICATION:** Non-Mgmt., Regular, Full-time

**LOCATION:** Early Childhood Development Center  
318 Chiloquin Blvd.  
Chiloquin, Oregon 97624

**BACKGROUND:** P.L. 101-630 level

### POSITION OBJECTIVES

The Early Childhood Development Center (ECDC) Office Manager will provide administrative support for the ECDC Program and promote the health, safety, and well-being of children receiving services through the ECDC program. The work includes numerous administrative responsibilities involving the day-to-day operations of the ECDC, requiring a wide range of administrative, secretarial, and financial skills. The position will also provide monitoring and enforcement support for child care providers caring for children receiving Child Care and Development Fund (CCDF) services. This position requires someone who can work independently with minimal supervision to ensure timely, accurate, and efficient workflow in accordance with policies and procedures and Klamath Tribal CCDF Health & Safety Standards.

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

### MAJOR DUTIES AND RESPONSIBILITIES

1. Perform a variety of support staff functions for the ECDC; secure needed supplies, publications, and services; prepare travel forms and make travel arrangements for staff; oversee scheduling and arrangement of departmental staff meetings, in-service trainings; maintain records of correspondence and action documents and follows up on work in progress to ensure deadline date will be met. May include travel to pick up supplies or run program errands.
2. Maintain an ongoing balance spreadsheet and cuff accounts for the department. Responsible for maintaining the purchasing system according to established standards and guidelines for the procurement of supplies, equipment, contract services, and direct services.
3. Perform bookkeeping duties including receipt and safekeeping of monies, requisitions of funds, payment of invoices, and maintenance of cuff accounts. Ensure that tribal funds, fees, and any other departmental accounts are properly secured and managed in accordance with tribal and federal policies and procedures.
4. Establish and maintain an effective record-keeping system. Obtain documents, files, and background information, and assemble materials from files for use by Department Staff.
5. Oversee the scheduling of office maintenance, prompting employees of the need to fill out appropriate forms as described in policies; arranging for routine facility maintenance and repair such as copier repair, snow removal, heating/cooling system servicing, telephone service calls, etc.
6. Set up and maintain a regularly scheduled inspection of equipment and report any needed repair to the supervisor and/or maintenance staff for repair or replacement.
7. Oversee the ECDC property management program. Responsibilities include insuring proper accounting of capital equipment and high-value equipment and property and the disposal of excess, damaged, or otherwise useless equipment and property.
8. At the direction of the ECDC Director, participate in program planning activities with appropriate specialists, directors, staff, and families to facilitate a seamless system of program delivery.
9. Serve as the Food Program Coordinator for the Child and Adult Care Food Program (CACFP) and perform site monitoring reviews for the CACFP program.
10. Complete Health & Safety Monitoring Checklists, and site review reports as directed by the ECDC Director in accordance with Tribal Standards.
11. Maintain a schedule of child care provider visits. Inspect and evaluate child care homes and

settings to determine compliance with Tribal Standards. When standards are not met, determine the degree of risk to the health, safety, and well-being of children and report issues to ECDC Director. Using a collaborative team approach with the ECDC Director and other ECDC staff, develop and verify the implementation of appropriate corrective action steps.

12. Provide consultation and resources during on-site visits to child care providers to support quality improvement.
13. Maintain, update, and improve systems, procedures, work plans, manuals, and other relevant materials and reports for the program, as directed by the supervisor.
14. Collaborate with Culture and Language Specialists, Department Directors, Nutrition Specialists, and others in the planning and evaluation of services for the Center, as approved by the supervisor.
15. Provide program information on ECDC enrollment policies, activities, events, etc. to prospective and current participants.
16. Network, in a positive proactive manner, with appropriate committees, community, agencies, and resources connected with early childhood development.
17. Keep the supervisor informed of issues and/or priorities that may affect the rights, interests, or opportunities of the Tribes.
18. Provide monthly and/or quarterly reports as directed.
19. May on occasion, at the direction of the supervisor, cover classroom lessons/supervision or kitchen duties in absence of the classroom Teacher or Kitchen Assistant.
20. Serve as the backup to the ECDC Director, as assigned. Must keep the Program Manager apprised of any issues or concerns in their absence from the office.
21. Work cooperatively with and render assistance to Department and other staff members, as needed.
22. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

Work is performed under the direct supervision of the ECDC Director. Work is assigned in terms of departmental objectives. The Program Manager assists with unusual situations which do not have clear precedents or when clarification or interpretation of organization policy is in

question.

Employee works independently toward established objectives, sometimes adapting or modifying standards to meet variations in controlling conditions; resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability; ensures deadlines are met.

Employee plans and carries out various stages of a project by selecting and using approved methods and techniques as appropriate.

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

Ability to understand and interpret complex written materials in work-related documents.

Must have excellent typing and computer skills. Emphasis will be on accuracy and attention to detail. Ability to use a computer in order to perform various word processing, spreadsheet, and desktop publishing. Must be able to create and revise a variety of letter and report formats in order to prepare correspondence and reports.

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

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.

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

Knowledge of standard filing systems in order to prepare, file, and retrieve various documents efficiently.

Ability to communicate orally and in writing. This person should be able to express themselves in a clear and concise manner for the purposes of correspondence, reports and instructions, etc., as well as for obtaining information or conveying messages between the supervisor and other staff members.

Knowledge of or able to learn Tribal guidelines, regulations, and procedures.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities of the office and Tribal organization.

Ability to plan and organize work using initiative and seek information and assistance from other sources, as necessary.

Ability to work cooperatively with staff, the public, and outside agencies. 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.

### **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 or submission of higher degree as applicable.)*
- **REQUIRED** to possess Associates Degree in Business Administration, Accounting, 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 for degree. *(Must submit copy of diploma/transcripts or proof of experience with application.)*
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **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 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 the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact HR for exemption process.

**Preferred Qualifications:**

- Bachelor's Degree in Business Administration, Accounting, Office Systems Technology or related field with three (3) years relevant work experience is 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.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
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.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>