



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

Phone: (541) 783-2219  
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OPEN: 04/04/23  
CLOSE: 04/18/23

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

**POSITION DESCRIPTION**

**POSITION:** OFFICE MANAGER

**RESPONSIBLE TO:** Culture & Heritage Director

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

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** The Klamath Tribes  
Goos oLgi gowa Community Center  
35601 Choke Cherry Way  
Chiloquin, OR 97624

**BACKGROUND:** p.l. 101-630 level

**POSITION OBJECTIVES**

The Office Manager is responsible for the administrative and business support activities of the Culture & Heritage Department. The work includes various responsibilities involving different and unrelated processes and methods, requiring a wide range of administrative, secretarial, and supervisory 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 standards. The work often involves highly confidential matters and the pressure of deadlines.

This position is a part of the Culture & Heritage Department and serves as a principal assistant to the Culture & Heritage Director. Due to the nature of the supervisor's function, this position requires close cooperation and coordination with a variety of contacts including other tribal personnel, tribal officials, government agencies, professional associations, and the general public.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Perform a variety of secretarial functions for the Culture & Heritage Director. This includes typing and reproducing routine and assigned correspondence and documents from handwritten or rough draft. Correspondence and documents include, but are not limited to, memorandums, letters, forms, and reports. Responsibility includes proper assembly, arrangement, grammar, and spelling of all types of documents and reports.
2. Schedule appointments and meetings for the Culture & Heritage Director. Handle calendar based upon personal knowledge of workload and current issues of importance. Reschedule appointments when necessary.
3. Organize and maintain files of all Culture & Heritage Department records; e.g. letters, memos, forms, reports, etc.
4. Organize and maintain grant files and filing system for budget information, including a computerized filing system for the Culture & Heritage Department.
5. Create and managing Culture & Heritage Department budgets.
6. Oversee scheduling and arrangements of departmental staff meetings, in-service training, etc.
7. Ensure support functions are performed for the Culture & Heritage staff or Tribal Committees, as directed. This includes, but is not limited to, processing correspondence and reports and making necessary arrangements for conferences, meetings, and/or travel.
8. Plan and coordinate the annual functions of the Department (c'waam Ceremony, Culture Camp, Root Digging) including, but not limited to maintaining files (paper and electronic), ordering supplies, scheduling and supervising staff and volunteers, reconciling records, and drafting project reports.
9. Perform bookkeeping duties including receipt and safekeeping of monies, requisitions of funds, payment of invoices, and maintenance of cuff accounts.
10. Perform clerical support and bookkeeping duties for special projects, as needed.
11. Creating billing invoices for numerous projects and deposit funds into necessary department accounts.
12. Make copies and distribute Culture & Heritage Department information to the Tribal public.

13. Oversee the needs of the Culture & Heritage Department. Responsibilities include obtaining services for and the scheduling of office maintenance and repair; handle office space needs for the department.

14. 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 Culture & Heritage Director. Work is assigned in terms of departmental objectives. The Director 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**

Knowledge and skill sufficient to perform work and accomplish tasks following specific procedures in accordance with established policies, procedures, practices, and priorities of the department.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources 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 cuff accounts, appointment schedules, tickler files, setting up training, meetings and conferences, etc.

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 excellent computer 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 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.

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.

Good communication and interpersonal relationship skills.

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.)*
- **REQUIRED** to have an Associate Degree in Business Administration, Office Systems Technology or related field with three years of experience, **OR** five years equivalent relevant experience/training in related field in lieu of degree.
- **REQUIRED** to have bookkeeping or accounting experience.
- **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 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:**

- Supervisory 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>