



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

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

OPEN: 10/25/24  
CLOSE: 11/08/24  
Or until filled

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

### POSITION DESCRIPTION

**POSITION:** TERO OFFICE MANAGER

**RESPONSIBLE TO:** TERO Director

**SALARY:** Step Range: 15-25; Full Benefits  
Salary Range: \$43,103 - \$57,927  
Hourly Range: \$20.72 - \$27.85

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

**LOCATION:** Klamath Tribal Administration  
Chiloquin, OR 97624

**BACKGROUND:** Criminal Background/Fingerprinting

### POSITION OBJECTIVES

The TERO Office Manager will provide administrative support for all activities of the Department. Under general direction, performs administrative functions for the Tribal Employment Rights Office. Administrative services include, but are not limited to, researching, coordinating, gathering, monitoring, and supplying information necessary for the successful implementation and maintenance of TERO programs and activities in support of the Tribal Employment Rights Ordinance. Assists in coordination of Tribal preference implementation activities and plans; maintains calendars and files; coordinates meetings and maintains meeting minutes.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Provide administrative support for a variety of TERO objectives and program scopes associated with Tribal preference employment, career development, and preference in contracting.

2. Coordinate TERO Skills Bank recruitment events.
3. Work with ODOT to coordinate information workshops.
4. Track statistical data for clients who enroll in TERO trainings, certifications, internships, and apprenticeships. Ensure data accuracy.
5. Market available training and provide necessary information about sessions. Respond to requests regarding registration.
6. Assist with TERO training, which may include but is not limited to preparing training packets, scheduling trainings, tracking training costs, and training registration.
7. Notify clients of job opportunities within Tribal government, Tribal enterprise and external opportunities.
8. Assist in the development and maintenance of the TERO Skills Bank database worker pool and the Indian owned business (IOB's) list.
9. Communicate with applicants on the status of their applications.
10. Ensure the hiring, training, promoting, assigning, disciplining and discharging of employees are in accordance with Tribal Law, including without limitation, the Tribal Employment Rights Ordinance (TERO).
11. Assure adherence to all policies and procedures, work, safety and administrative rule, Tribal Law and State Regulations.
12. Make recommendations and updates to the TERO webpage and TERO Social media outlets. Assist in the maintenance of the TERO section of the Klamath Tribes' web page.
13. Monitor and assist TERO programs that work with Tribal departments and outside agencies.
14. Assist with research and selection of TERO eligible ODOT projects, monitors ODOT bidding, letting and project award.
15. Contact and correspond with ODOT contractors to set up revenue accounts, collect TERO fees, collect information (e.g. certified payrolls), and monitor ODOT project compliance policies and workforce goals. Make recommendations to Director for enforcement actions.

16. Provide information and guidance to TERO staff to ensure compliance with Tribal laws/ordinances, memorandums of understanding (MOU's), and contractor compliance plans.
17. Review and assist Director with reviewing Tribal employer position descriptions to ensure TERO compliance.
18. Assist in establishing priorities and organizing high volume workload on behalf of TERO staff to meet program deliverables and deadlines.
19. Communicate TERO objectives and policies through issuance of program informational documents.
20. Serve as a mentor, as requested, for Tribal Career Development.
21. Assist in the development and maintenance of program activity tracking system/database to provide status of TERO activities, employment statistics, and other established Department objectives for use in business consultation, reports, presentations, etc.
22. Attend and participate in various meetings and/or committees. Prepare agendas and minutes for meetings of department and TERO Commission. Coordinate and schedule extremely confidential and sensitive meetings for staff from local, state, and Tribal agencies.
23. Prepare check requests, purchase requisitions and travel reimbursements.
24. Order and maintain office supplies necessary for component activities.
25. Assist with tracking and monitoring departmental budget.
26. Proofread documents and verifies accuracy of own work and that of others.
27. Make travel arrangements, prepares administrative documents for travel, training activities and coordinate planning activities.
28. Maintain department calendar and schedule appointments and meetings for department staff with consultants, employees, and other groups, as well as providing and receiving information as directed.
29. Maintain central filing system for department.

30. Responsible for maintaining strict confidentiality.

31. May be called upon to serve as a Disaster Reservist during emergencies

32. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

### **SUPERVISORY CONTROLS**

The TERO Office Manager is directly supervised by the TERO 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.

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

- Must have knowledge and demonstrated proficiency with Microsoft products.
- Must have excellent communication skills, listening, verbal and written skills and excellent interaction and interpersonal skills. Requires discretion, courtesy and tact, involving contacts with employees, TERO Commission Members, clients, applicants, and other visitors.
- Must be able to maintain confidentiality.
- Must have a strong commitment to accurately complete task, problem solve, demonstrate initiative and organizational skills, attention to detail, and personal integrity.
- Must be able to work independently with general direction.
- Must have ability to add, subtract, multiply, divide in all units of measure, using whole numbers, fractions & decimals; computes rates, ratios and percentages.
- Must have ability to work in a fast-paced and challenging environment with multiple, changing priorities, while delivering quality service within strict time limitations.

- Must be able to operate a variety of office equipment such as: computer, printer, fax, copier, scanner, shredder, etc.
- Knowledge and experience in construction to include contracting, bids, and administrative support preferred.
- Knowledge and experience in Human Resources and/or other related governmental agencies preferred.
- Knowledge of and sensitivity to Native American culture required.
- Continually requires the ability to express or receive detailed information or important instructions through oral communication.
- Continually requires working with fingers rather than the whole hand or arm. Requires repetitive movement of wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks.
- Requires standing and/or sitting for sustained periods of time, raising objects from a lower to a higher position and/or moving objects horizontally.
- Occasionally requires lifting of up to 40 pounds.
- Frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.
- Local travel is occasionally required. Travel outside of the state is infrequently required.

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

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

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to have four (4) years of work experience in an administrative support position working with multiple programs; OR equivalent combination of education, training and 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 and clear a background and character investigation, including High Security gaming license issued by the Klamath Tribes Gaming Commission. Following hire must immediately report any citation, arrest, conviction for a misdemeanor or felony crime.
- Due to the nature of the interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.
- **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:**

- TERO experience is preferred.
- Experience working with Native American populations, is strongly 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>