



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

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

OPEN: 01/03/25
CLOSE: 01/17/25

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: OFFICE MANAGER (Housing Dept)

RESPONSIBLE TO: Housing 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: The Klamath Tribes Administration
Housing Department
501 Chiloquin Blvd.
Chiloquin, OR. 97624

BACKGROUND: Comprehensive Employment

POSITION OBJECTIVES

The primary purpose of this position is to provide administrative support to the Housing Director and other program staff. The work includes various responsibilities involving different 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 workflow in accordance with office policies and standards. The work often involves highly confidential matters and the pressure of deadlines.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serve as an assistant to the Housing Director in the daily operation of the Housing Department. This includes, but is not limited to, receptionist duties, typing and reproducing correspondence and reports, and monitoring grants and budgets.

2. Schedule appointments and meetings for the Housing Director. Handle the calendar based upon personal knowledge of workload and current issues of importance. Reschedule appointments when necessary.
3. Work closely with the supervisor to maintain an efficient, easily accessible, and understandable filing system for retrieving documents and files. Perform filing duties on a regular basis.
4. Oversee scheduling and arrangements of departmental staff meetings, in-service training, etc.
5. Maintain a tracking system for grants from application to completion. This includes tracking start and end dates, all financial aspects of the grants, due dates for progress and final reports, with reminders to appropriate staff that reports are due using a shared calendar.
6. Develop Standard Operating Procedures for position functions and assist other Housing Program staff, as applicable.
7. Responsible for the establishment and maintenance of all office systems, including computerized and paper systems.
8. Perform bookkeeping duties, including requisition of funds, payment of invoices, and maintenance of 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, completing appropriate forms.
10. Oversee the needs of the Housing Department. Responsibilities include obtaining services for and scheduling office maintenance and repair, as well as handling office space needs for the department.
11. Manage and input the department fleet management data on department vehicles. Provide monthly reports and schedule preventive maintenance.
12. 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. This includes 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

Work is performed under the general direction of the Housing Director. The Director makes assignments involving familiar concepts in terms of objectives to be achieved. The employee plans and carries out the successive steps of the work assignments, and independently handles deviations in the work assignment in accordance with instructions, policies, previous training, and/or accepted practices in accordance with various established office procedures. New assignments are provided in detail, as well as changes in current procedures. Major or new issues are referred to the Director who is available for advice and assistance in unusual or unprecedented situations. After initial training, work is performed independently.

KNOWLEDGE, SKILLS, ABILITIES

Excellent keyboarding skills and the ability to proofread words and numbers. Emphasis will be on accuracy and attention to details.

Above average knowledge in word processing, automated office systems, and simple spreadsheets. Skills specifically in the use of Microsoft Word, Excel, and Quicken.

Ability to establish and maintain an effective filing and records management system.

Knowledge of accounting principles and basic bookkeeping skills.

Ability to communicate orally and in writing. Ability to express her/himself in a clear and concise manner for the purposes of correspondence, reports, instructions, for obtaining information, or conveying messages.

Ability to learn and understand the application process for all department programs, as well as eligibility criteria.

Ability to work independently with little supervision.

Ability to maintain organization within the Housing Department by using different methods for completing projects and duties in an organized, systematic, and timely manner.

Good public relations and interpersonal relationship skills. Ability to meet with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment.

Ability to perform work and accomplish tasks following specific procedures and in accordance with established policies, procedures, practices, and priorities of the office. This includes the 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.

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 possess an Associate's Degree in Business Administration, Office Systems Technology, or related field with three (3) years relevant work **OR** equivalent combination of job-related experience/training equal to five (5) years may be substituted.
- **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 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:

- Experience in office management, preferred.
- Experience in Public/Indian housing, preferred.
- Basic knowledge of bookkeeping skills, 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)