



FEDERATED INDIANS OF
GRATON
RANCHERIA

****NOTICE OF JOB OPENING****

Job Title:	Administration Office Manager	Department:	Administration
Classification:	Exempt	Office Hours:	M-F, 8:00 a.m. to 5:00 p.m.
Salary Range:	\$99,000 - \$135,000	Location:	Rohnert Park, CA
Reports to:	Executive Director of Governmental Operations	Type:	Full-time 40 Hours/week

Mission Statement: *The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.*

Position Purpose:

Under the General Direction of the EDGO, the Office Manager is responsible for the oversight and coordination of the Administration Department support staff to meet the day-to-day office administration and operations in an effective and efficient manner. The Office Manager provides leadership through effective communication, procedure development, process improvement, coaching/training, and by ensuring organizational effectiveness, efficiency, and safety.

Minimum Mandatory Qualifications

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| Experience: | ❖ Four years demonstrated professional office management experience with three years direct supervisory management experience
-OR- |
| Education: | ❖ Bachelor’s Degree in Business Administration and/or Management, Public Administration, Public Policy, Government, or related field, with two years direct supervisory management experience |
| Preferred Qualifications: | ❖ Tribal government experience
❖ Ability to be culturally aware and sensitive to Native American values and culture |
| Mandatory Knowledge, Skills, Abilities, and other Qualifications: | <ul style="list-style-type: none"> ❖ Comprehensive knowledge practices, procedures, and principles of office management and supervision. ❖ Ability to supervise and manage department staff, including annual reviews, scheduling, and work assignments. ❖ Skilled in writing administrative policies and procedures. ❖ Ability to delegate and conduct appropriate oversight to ensure timely completion of all tasks and projects. ❖ Strong organizational skills with attention to detail and ability to prioritize multiple tasks. ❖ Must possess emotional maturity, good judgment and discretion, initiative, resourcefulness and creativity. ❖ Ability to establish and maintain effective work relationships. ❖ Excellent interpersonal and customer service skills. |

Benefits:

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Long-Term Disability Insurance, and meal card. Voluntary supplemental insurance offered through AFLAC.

To Apply: Please submit a **Tribal Employment Application with your resume and a cover letter** detailing your education and experience related to the position advertised. Visit our website at www.gratonrancheria.com to download a copy of the application, job announcement and, job description. Email complete application packet to:

jobs@gratonrancheria.com or mail to
Federated Indians of Graton Rancheria
Attention: Human Resources
6400 Redwood Drive, Suite 300
Rohnert Park, CA 94928

Or you may drop off your application packet prior to the close of business on the deadline date listed on this Job Announcement.

Application Closing Date and Time: Friday, October 30, 2020 at 5:00 p.m.

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.