



Federated Indians of Graton Rancheria

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ▪ 707-566-2288 ▪ www.gratonrancheria.com

ADMINISTRATION OFFICE MANAGER

Position Description

Department:	Administration
Pay Range:	\$99,000.00 - \$135,000.00
Hours/week:	40
Classification:	Exempt

Reports to:	Executive Director of Governmental Operations
Effective Date:	September 22, 2020
Revised Date:	September 22, 2020
Type:	Full-time

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 to 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.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Oversee the day-to-day administrative operations of the tribal office and the administrative support staff.
2. Confer regularly with Program/Department Managers, Tribal Gaming Commission, and Graton Resort & Casino Management on matters carried out by the Administration Department, including but not limited to trainings, meetings, and supplies.
3. Employ and train sufficient staff members to effectively carry out all tasks, projects and day-to-day operations of the Administration Department. Develop staff training plans to ensure ongoing education regarding relevant staff duties and responsibilities.
4. Evaluate the performance of the Administration Department staff in accordance with FIGR Personnel Policy.
5. Coordinate the review and analysis of proposed administrative policies and procedures, and their impact on administrative activities. Responsible for providing updates to the administrative policy and procedure manuals to guide efficient operations.
6. Oversee and manage all filing and organizational systems for the office, including offsite storage and records retention vendors.
7. Manage contract and price negotiations with office vendors, service providers and office lease.
8. Ensure office administrative processes are functioning efficiently and effectively, and in accordance with current guidance, policies, procedures and regulations.
9. Responsible for the procurement and acquisition activities for supplies and services to ensure the smooth and efficient operation of the Tribal office.

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10. Responsible for evaluating and monitoring expenditures, as well as developing solutions to reduce office supplies expenses.
11. Collaborate with other staff on cross department projects.
12. Coordinate staff meetings for administrative staff.
13. Coordinate with IT on all office equipment.
14. Coordinate and manage FIGR vehicle fleet.
15. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

The Office Manager directly supervises the Office Assistant, Receptionist and all Administrative Assistants.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Four (4) years demonstrated professional office management experience WITH three (3) years direct supervisory management experience

OR

Education:

- Bachelors' Degree in Business Administration and/or Management, Public Administration, Public Policy, Government, or related field WITH two (2) years direct supervisory management experience

PREFERRED QUALIFICATIONS

- Tribal government experience
- Ability to be culturally aware and sensitive to Native American values and culture

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- 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.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with FIGR Citizens and officials, employees, vendors, and staff.

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Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

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.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment

COVID-19 testing: All applicants must successfully pass a pre-employment COVID-19 test prior to beginning employment

Commented [FC1]: This is the current language as approved by Tribal Council as it relates to Indian Preference

Commented [FC2]: This is a new requirement, therefore to be added to all job descriptions "position descriptions"

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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ACKNOWLEDGMENT

I have reviewed the content of the Administration Office Manager position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date