



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

## ADMINISTRATIVE OFFICE MANAGER

### *Job Description*

|                        |                            |
|------------------------|----------------------------|
| <b>Department:</b>     | Administration             |
| <b>Pay Range:</b>      | \$99,000.00 - \$145,274.00 |
| <b>Hours/week:</b>     | 40                         |
| <b>Classification:</b> | Exempt                     |

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|------------------------|---|
| <b>Reports to:</b>     | Executive Director of Tribal Administration |
| <b>Effective Date:</b> | September 22, 2020                          |
| <b>Revised Date:</b>   | May 22, 2023                                |
| <b>Type:</b>           | 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.*

#### PURPOSE OF POSITION

The Administrative Office Manager is responsible for the oversight and coordination of the Administration Department, and administration support staff ensuring that day-day office responsibilities are completed in an effective and efficient manner. The Administrative 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

- Oversees the day-to-day administrative operations of the tribal office and the administrative support staff.
- Responsible for managing schedules to ensure coverage for the administration department.
- Collaborates 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 training, meetings, FIGR events, and supplies.
- Trains administration staff to effectively carry out all tasks, projects and day-to-day operations of the Administration Department.
- Develops staff training plans to ensure ongoing education regarding relevant staff duties and responsibilities.
- Evaluates the performance of the Administration staff in accordance with FIGR Personnel Policy.
- Coordinates 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.
- Oversees and manages all filing and organizational systems for the office, including offsite storage and records retention vendors.
- Responsible for managing contract and price negotiations with office vendors, service providers and office lease.
- Ensures office administrative processes are functioning efficiently and effectively, and in accordance with current guidance, policies, procedures, and regulations.
- Responsible for the procurement and acquisition activities for supplies and services to ensure the smooth and efficient operation of the Tribal office.
- Responsible for evaluating and monitoring expenditures, as well as developing solutions to reduce office supply expenses.
- Collaborates with other staff on cross department projects.
- Coordinates staff meetings for the administrative staff.
- Coordinates and follows-up with IT on all office equipment requests.
- Coordinates and manages FIGR vehicle fleet, ensuring maintenance and licenses are up-to-date.
- Perform other duties as assigned.

## SUPERVISORY RESPONSIBILITIES

The Administrative Office Manager directly supervises the Administrative Assistant II, Administrative Assistant, and Receptionist, and other assigned personnel.

## 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

## SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Comprehensive knowledge of 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 Citizens, employees, vendors and staff.

**Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide 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, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) 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 on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

## OTHER

**Driving:** All employees must maintain a current and valid driver's license and must be insurable.

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

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**Background investigation:** This position is subject to a criminal history background check, a suitability background check and a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

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**Drug and alcohol screening:** All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug and alcohol testing.

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***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 HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.***

### ACKNOWLEDGEMENT

I have reviewed the content of the **Administrative Office Manager** Job Description and have been provided a copy of the Job 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:

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*Printed name*

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*signature*

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*Date*

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