



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

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| Job Title: Administrative Office Manager | Department: Administration |
| Classification: Exempt | Work Hours: Monday-Friday, 8:00am to 5:00pm |
| Pay Range: \$99,000.00 - \$145,274.00 annually | Location: Rohnert Park, CA |
| Reports to: Executive Director of Tribal Administration | Type: Full-time |

APPLICATION CLOSING DATE: Thursday, June 8, 2023 @ 5:00 p.m.

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: 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.

Please see Position Description on our [website](#) for full job details.

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

Preference: Tribal government experience and ability to be culturally aware and sensitive to Native American values and culture

Benefits:

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

Background and Pre-employment testing:

Must successfully clear pre-employment testing, including, but not limited to a criminal background check, fingerprinting, and drug and alcohol screening.

Must possess valid driver license and be insurable through the Tribe's policy.

To Apply: Submit a cover letter, resume and [Tribal Employment Application](#) detailing your education and experience related to the position advertised. Applications can be submitted to: Jobs@gratonrancheria.com or to the mailing address below:

Federated Indians of Graton Rancheria
Attention: Human Resources
6400 Redwood Drive, Suite 300
Rohnert Park, CA 94928

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.