
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title: Office Manager

Reports To: Deputy Director of Natural Resources (or designee)

Location: Department of Natural Resources, Orleans

Classification: Full Time Regular, Non- Entry Level, Exempt

Wage: \$30.14-\$36.42, depending on experience, qualifications, and funding availability.

Summary: This position is established as an Office Manager (OM) for The Karuk Department of Natural Resources (KDNR). The OM collaborates with the Administrative Operations Manager, Program Managers, Programmatic Operations Coordinators, and other relevant staff in overseeing departmental programmatic operations and coordination of facilities utilization. The job of an OM includes responsibilities such as overseeing the coordination of Human Resources, Clerical, Vehicle Pool and Facilities use and maintenance functions.

Application Deadline: January 30, 2024 by 5 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

Title: Office Manager

Reports to: Deputy Director of Natural Resources (or designee)

Location: Department of Natural Resources, Orleans

Salary: \$30.14-\$36.42, depending on experience, qualifications, and funding availability.

Classification: Full Time Regular, Non- Entry Level, Exempt

Summary: This position is established as an Office Manager (OM) for The Karuk Department of Natural Resources (KDNR). The OM collaborates with the Administrative Operations Manager, Program Managers, Programmatic Operations Coordinators, and other relevant staff in overseeing departmental programmatic operations and coordination of facilities utilization. The job of an OM includes responsibilities such as overseeing the coordination of Human Resources, Clerical, Vehicle Pool and Facilities use and maintenance functions.

Responsibilities:

1. Oversees coordination of Karuk Department of Natural Resources (KDNR) Position Description (PD) updates, hiring, orientation, evaluations and disciplinary actions.
2. Works with appropriate administrative staff to review and propose changes to policies and procedures that are outdated or in need of development or revision.
3. Trains staff in the conduct of programmatic operations, clerical, administrative support, and maintenance functions as needed.
4. Works with departmental leadership on the equitable distribution of facilities use designations.
5. Supervises Programmatic Operations Coordinator, Administrative Support, Clerical, and Custodian positions as assigned.
6. Ensures consistent application of standards set forth in Departmental staffing plans are carried out department wide.
7. Oversees equipment/supply ordering processes and assure proper checks and balances are in place.
8. Assigns work stations, storage space, and vehicle fleet usage in a fair and equitable manner.
9. Oversees the coordination of Remote Work Agreements in a fair and consistent manner.
10. Remains available for local and out of the area travel as required for job related training and other relevant duties. Attend additional meetings and functions as required.

11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people and Agency personnel in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees, agency personnel, and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Demonstrates understanding and capacity to interpret internal policies, procedures, plans and guidelines.

Requirements:

1. Experience and/or Education:
 - a. Bachelor's degree + 4 years' experience w/ 2 years supervisory experience; or
 - b. An equivalent combination of education and experience (2 years' experience equals 1 year of education).
2. Must have background in interagency invoice data tracking as well as interpretation of internal and external policies, procedures and guidance documents.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must possess High School Diploma or Equivalent (General Educational Development [GED]).
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
6. Must adhere to confidentiality

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Board/Council Approved:

Committee Approval: December 28, 2023

Employee Signature: _____