



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** ADMINISTRATIVE OPERATIONS MANAGER

**SUPERVISOR:** HEALTH DIRECTOR

**OPEN:** OPEN UNTIL FILLED

**SALARY:** \$71,281-\$93,516 ANNUALLY 1 FTE EXEMPT

**REPRESENTATIVE DUTIES INCLUDE:** The Administrative Operations Manager is a high-level position in the Skokomish Health Department. This position is responsible for a wide range of grant, financial and administrative activities. Maintaining a compliant internal financial system. Formulating and managing complex budgets with multiple funding sources in compliance with funding entity, federal, state and/or tribal policies and requirements. Goods and services procurement including high dollar value goods.

### **MINIMUM QUALIFICATIONS:**

1. Associates or advanced degree or a combination of education and experience determined at the sole discretion of the Health Director to be adequate to be successful in the position.
2. Experience formulating, tracking, and managing budgets from basic to complex.
3. Ability to read and understand contracts.
4. Ability to manage fee-for-service and other revenue generating contracts and programs in compliance with requirements and tribal policies.
5. Supervisory experience.
6. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
7. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
8. Must be able to work in a team environment.
9. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**This position is at will and does not create a contractual relationship between the tribe and the employee.**

**MUST RECEIVE APPLICATIONS:** \_\_\_\_\_ The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_

5/13/2025