



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## JOB DESCRIPTION

**POSITION: ADMINISTRATIVE OPERATIONS MANAGER**

**SUPERVISOR: HEALTH DIRECTOR**

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

**NATURE OF WORK:** 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.

### **REPRESENTATIVE JOB DUTIES**

1. Maintaining a compliant internal financial system.
2. Formulating and managing complex budgets with multiple funding sources in compliance with funding entity, federal, state and/or tribal policies and requirements.
3. Goods and services procurement including high dollar value goods.
4. Ensuring grant and contract compliance including budgets, deliverables, and reporting.
5. Assisting with the development of new programs and service delivery.
6. Managing and/or coordinating fee-for-service and similar revenue generating contracts and programs.
7. Supervising staff as assigned.
8. Providing training and mentoring for staff and contracted providers as requested.
9. Serving as a member of the departmental Administrative Team.
10. Participating in external meetings, conference calls, conferences and similar as requested.
11. And other duties as requested by the Health Director.

### **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. Intermediate Microsoft WORD and Excel skills.
7. Ability to maintain strict confidentiality.
8. Ability to provide assistance in a professional, culturally appropriate, and compassionate manner.
9. Well organized and pays attention to detail.
10. Ability to multi-task while meeting competing deadlines.
11. Ability to effectively communicate both in writing and orally.
12. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
13. Must be able to work in a team environment.

14. Strong organizational, communication and interpersonal skills preferred.
15. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

### **PREFERRED QUALIFICATIONS**

1. Minimum of three years of bookkeeping/accounting experience (required) college level accounting courses completed.
2. Experience processing invoices for payment.
3. Human resources experience including formulating job descriptions and on- and off-boarding Grant administration experience. staff
4. Two or more years of high-level procurement experience including formulating, disseminating, reviewing, awarding, and contracting activities through RFPs, RFQs, requests for quotes, contracted position, and service providers as well as standard goods and services procurement in alignment with Tribal and funding sources policies and requirements.
5. Ability to assist with the development, implementation and operations of new programs and services.

**Behavior 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. Get 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.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

### **APPLICATION INSTRUCTIONS**

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

### **JOB DESCRIPTION APPROVAL:**

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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_