

SIRCO
PO Box 1006, Herlong Ca 96113
530-252-4209 x 5

POSITION ANNOUNCEMENT

Position Title: Operations Manager
Location: Herlong, Ca
Date of announcement: September 15, 2020
Closing date: October 16, 2020
Hours: Full Time
Salary & Benefits: DOE

POSITION SUMMARY

The Operations Manager shall plan, direct, and coordinate all SIRCO operations. This position will report to the SIRCO Board of Directors and serve as a member of the management team. Primary responsibilities include ensuring organizational effectiveness by managing and improving performance, productivity, efficiency, and profitability through the review and implementation of effective methods and strategies.

RESPONSIBILITIES / PERFORMANCE EXPECTATIONS

1. Coordinate, manage and improve operational systems, processes and polices in support of organization's mission; support management reporting, information flow and planning.
2. Oversee organizational financial management, planning, systems and controls.
3. Development and management of company budgets.
4. Regular communication and meetings with the SIRCO Board of Directors concerning fiscal planning, organization operations, and initiatives.
5. Supervise, train, and coach managers on an ongoing basis in coordination with HR Department.
6. Develop and/or improve quality controls and monitor Key Performance Indicators.
7. Oversight and generation of required company reporting on a weekly, monthly, quarterly, and annual basis to SIRCO Board of Directors.
8. Other duties as assigned
9. Uphold all principles of confidentiality
10. Interact in an honest, trustworthy manner with employees, visitors and vendors
11. Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria Corporation (SIRCO) will not be tolerated and is subject to disciplinary action
12. Hires and fires staff.

Minimum Qualifications

1. Associates' or Bachelors' degree in business management (or related field), plus 5 years of operations management experience.
2. Excellent written and verbal communication skills
3. Proficient in Excel, Word, Google applications, and Quickbooks

4. Demonstrated leadership and vision in managing staff groups and major projects or initiatives
5. Strong knowledge of budgets, forecasting and metrics
6. Excellent interpersonal skills and collaborative management style
7. Excellent organizational and planning skills
8. Demonstrated commitment to high professional ethical standards in a diverse workplace
9. Ability to resolve conflicts and maintain a positive work environment
10. Knowledge of Native American Communities, their organizational structure, and basic understanding of Tribal laws and regulations
11. Must provide proof of a valid driver's license
12. Must be insurable as determined by the SIRCO Insurance Carrier
13. Must pass a pre-employment background check
14. Must pass a pre-employment drug test
15. Must be willing to travel for training and conferences
16. If selected for this position, applicant must provide fingerprint / criminal background results conducted by a local agency as directed by SIRCO HR Department.

1st Preference: Tribal Member Preference

2nd Preference will be given to Native Americans (42 CFR 36.221)

3rd Preference: Documented proof of Veteran's status, i.e. DD-214 or Veteran's Benefits Card

WORKPLACE ENVIRONMENT:

PHYSICAL SAFETY: The work requires minor physical exertion, such as short periods of standing, walking over rough / uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping.

HOW TO APPLY AND APPLICATION REQUIREMENTS

All applicants are required to submit a completed application. Applications can be found on our website at: WWW.SIRCORPORATION.COM.

Only **complete** applications will be considered. For your application packet to be considered complete you must attach the following documents:

1. Completed application for employment
2. Copy of your AA or BA / BS degree
3. Copy of your resume' and any other certifications
4. Copy of your valid driver's license
5. Copy of Tribal Card, if claiming Indian Preference
6. Copy of DD-214 or other proof of Veteran status, if claiming Veteran Preference

Complete applications can be mailed to or dropped off in person at SIRCO located at 447-160 Lassen St, Herlong, CA 96113, Monday through Friday from 8:30am to 4:30pm. They may also be emailed to HR@SIRCORPORATION.COM or faxed to 530-402-4031 NOTE: All applications must be **received** no later than **4:30pm** Pacific Standard Time on the cut-off date listed on the announcement.