



SIRCO

SUSANVILLE INDIAN RANCHERIA CORPORATION

745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: November 2, 2021
CLOSING DATE OF ANNOUNCEMENT: Open until Filled-First Cut-off 11 16 21
Second Cut-off 11 30 21
Third Cut-off 12 14 21

POSITION TITLE: Office Manager
SUPERVISES: No
STARTING SALARY: Negotiable - Depending on Experience
FLSA STATUS: Exempt
NUMBER OF POSITIONS: 1
STATUS: Permanent
HOURS: Full Time
LOCATION OF POSITION: Herlong, California

GENERAL STATEMENT OF RESPONSIBILITIES:

The Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety. The Office Manager will provide a variety of management and administrative services designed to assist the SIRCO Board of Directors and Operations Manager.

SPECIFIC AREAS OF RESPONSIBILITIES:

1. Administration:

- Provides the administrative support needed to control actions, projects and the resolution of a variety of problems related to actions assigned by any SIRCO entity.
- Applies knowledge of the organization, mission, and functions of the SIRCO business operation, the SIRCO Board of Directors, TERRA Solutions, and the Terra Solutions Board of Directors.
- Complete tasks assigned by the SIRCO Board of Directors.
- Reviews and completes “Record of Board Actions”, memos, reports, etc. for quality and compliance with SIRCO by-laws.

- Records management.
- Responsible for internal controls.
- Oversees employee time card processes.
- Distribution and dissemination of incoming & outgoing mail.
- Serves as the hand receipt holder for the SIRCO Office, ensuring accountability for office property.
- Support other employees.
- Knowledge of requirements for staffing actions.

2. **Management / Secretary:**

- Provides secretarial and administrative services to SIRCO Board of Directors and Operations Manager.
- Completes a variety of professional correspondence in a timely and accurate manner that may also require signatures.
- Manages office telephone calls and visitors to the SIRCO office.
- Maintains calendar of events that may include conferences, meetings, briefings, etc.
- Coordinates and documents all travel arrangements for SIRCO Board of Directors and the Operations Manager.
- Organize office layout and responsible for ordering supplies & equipment.

3. **Accounting Specialist:**

- Incumbent will continue with present accounting duties.
- Work in conjunction with the current accounting firm to ensure accuracy and timely dissemination of fiscal documents.
- Other accounting duties as assigned by the SIRCO Board of Directors or Operations Manager.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Knowledge of office management systems and procedures.
- B. Knowledge of Google Applications such as DropBox and Gmail.
- C. Knowledge of Native American Communities, their organizational structure, and basic understanding of Tribal Laws and regulations.

- D. Working knowledge of Software Applications such as QuickBooks, Sage, and ADP.
- E. Ability to partner with management, facilitate, and individually support the resolution of conflict and maintain positive a work environment.
- F. Excellent written and verbal communication skills.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass a pre-employment background check.
4. Must pass a pre-employment drug test.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

1. Associate Degree in Business Administration or related field and six years related experience; or a bachelor's degree in Business Administration or related field and four years related experience.
2. Must be proficient in MS Office.
3. Must have strong organizational and planning skills.
4. Must be able to multi-task and prioritize work.
5. Must be able to partner with management to facilitate the resolution of conflict to maintain a positive work environment.

WORKPLACE ENVIRONMENT:

1. 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.

2. WORKING ENVIRONMENT: Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy, and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.

- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
 2nd Preference: Documented proof of Veteran Status, i.e., DD-214, Veterans Benefit Card.
 3rd Preference: All other applicants.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

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

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ramador@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.