

**NORTHERN CHEYENNE TRIBE
BOARD OF HEALTH
JOB ADVERTISEMENT
2011**

POSITION: Office Manager

SALARY: D.O.E.

DEPARTMENT: Community Health Programs

ACCOUNTABLE TO: Director, Community Health Programs

OPENING DATE: September 29, 2011

CLOSING DATE: October 10, 2011

How To Apply: Submit a completed application, (3) current (within 1 year) letters of reference, copies of certifications, transcripts & RESUME', to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK: This position is responsible for daily office organization, scheduling, coordination, record keeping, time sheet, ordering and inventory, requisitions & contract preparation, personnel actions and dissemination of program information to its department. Greet visitors and general public, answer phone direct to appropriate departments.

JOB CHARACTERISTICS:

Nature of Work: This position performs general secretarial duties; require attention to detail and timeliness. Will take minutes at meetings held in office or other locations within the communities. Work may require being in the community with other programs as requested. Requires making decisions independently, self motivated.

Personal Contacts: Daily contact, in person, by phone or email, with staff, supervisors, programs, public, health professionals, schools, medical facilities, health organizations and government entities.

Supervision Received: CHP Director. Work independently with minimum amount of direction to complete assigned tasks.

Essential Functions: Position requires good computer skills, respects privacy of public entering facility, confidentiality of information, information shared by staff and public. Good communication skills oral, written, customer service, public relations and code of ethics.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Greet staff, visitors and general public into Community Health Program facility.

Maintains schedule of appointments, scheduling meetings, and following up on assigned tasks.

Retrieves and distributes mail for department, reviews documents for appropriate date, signature and action

Maintains files on all correspondence, programs information, contracts, documents, policy manuals and follow up on all correspondence to THD, Tribal programs and administration; including organizations and government entities.

Takes minutes at assigned meetings, reviews, distributes as needed or requested, and file.

Good knowledge of computer software systems for data retrieval, budgeting, word processing and developing spreadsheets.

Preparation of supply orders, quotes, requisitions, travel arrangements, procurement and inventory of all office equipment.

Makes necessary arrangements for meetings as requested; provides notice, attends and takes minutes, provides minutes to participants.

Performs other related duties as assigned.

JOB REQUIREMENTS:

Knowledge: This position requires a working knowledge of the Tribes Personnel, Travel, Procurement and financial policy manual and systems. Retrieving and reporting on RPMS data entry and tracking of information entered. Complete and submit requisitions, order supplies, materials, equipment; get quotes from business on a regular basis. Work with developing contracts for submission to Procurement.

Skills: This position requires skills in the use of computer software, word processing, retrieving and developing reports, and WebEx conferencing.

Abilities: This position requires good public relation skills, communicates effectively, follows direction both written and oral instructions; makes appropriate decisions; understands policy and procedures, self-motivated, and able to work independently.

EDUCATION AND EXPERIENCE :

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma or equivalent
- Minimum of three (3) years office management experience.
- AA Degree in Office Management, Secretarial Science, EST.
- Financial management experience
- Sound Driving Record and be insurable according to the NC Tribe's insurance policy
- Pass background Check
- Must agree to and sign waiver for pre-employment drug testing

JOB PERFORMANCE STANDARDS:

Maintaining confidentiality of records, personnel information disclosed

Complete certificate of privileges to the Indian Health RPMS and Computer Security Awareness Training.

Understands Privacy Act and adheres to regulations

Confidentiality of Information

Works well with others, co-workers, supervisors, general public, and outside entities

Takes direction well

Professional in all aspects of work performed

Observes work hours and punctuality