

## JOB OPENINGS

### POSITION ANNOUNCEMENT

**POSITION:** Area Office  
Administrative Supervisor  
**LOCATION:** Portland, Oregon  
**SALARY:** \$31,530 annually  
**SUPERVISOR:** Assistant GM

### MINIMUM REQUIREMENTS:

Bachelor's degree and two years of supervisory experience in a service-oriented office setting; or an associate's degree and two years of supervisory experience in a service-oriented office setting, plus two years of general office experience; or a high school diploma (GED) and two years of supervisory experience in a service-oriented office setting, plus four years of general office experience. Knowledge of Indian community and local resources and ability to work with Indian people. Must have working knowledge of computers, applications, office equipment, word processing, spreadsheets, and data base management. Ability to speak to large and small groups and facilitate meetings with staff and community. Must be familiar with Total Quality Management approach to problem solving. Ability to work and communicate effectively with staff, clients, community members, and tribal administration. Ability to show initiative, resourcefulness and tact in obtaining, communicating and coordinating information. Must possess a valid Oregon driver's license, private vehicle insurance, and reliable transportation.

**RESPONSIBILITIES:** Assist tribal administration by organizing, assigning, and monitoring day-to-day coordination of area office. Assistance includes training of and coordination with office employees to provide efficient functioning within established procedures and guidelines. Requires confidentiality, judgment, and initiative. Supervise local staff, coordinate office schedules to maintain coverage, provide day-to-day support for office staff. Resolve problems relating to office

functions. Responsible for general office functions, including signing time sheets, purchase orders, check requests, etc. Coordinate multi-disciplinary team case staffings and reviews for clients; assure program managers that staffings are occurring. Prepare and distribute community newsletter. Maintain communication with the Social Services, Education, Community Health, Alcohol and Drug, Job Training Partnership Act, and Head Start program managers to assure quality program guidance. Help tribal program managers implement employee development plans, budgets, program guidelines, program evaluations, employee evaluations, etc. Act as liaison for tribal administration between office and other programs. When necessary, speak to large and small community groups. Assist assistant CEO with negotiations for building lease, office equipment, etc. Help tribal members and program clients receive services by making referrals to appropriate programs. Organize and assign work to office personnel and monitor work flow to meet deadlines. Coordinate tribal/community meetings, dinners, etc. Coordinate staff use of tribal vehicles by maintaining a sign-out log and schedule of vehicle use. Provide input on program planning and budgeting. Develop annual budget for self and secretarial staff. Coordinate with staff and program managers for approvals of leave, and travel authorizations. Act as Safety Committee liaison. Ensure that the office is a safe work environment and help staff complete accident forms if an accident occurs. Maintain keys and accountability of area office keys. Coordinate recycling of paper and other materials. Coordinate the excess of surplus property with the property and procurement officer. Participate in selecting, hiring, and terminating employees. Other duties and special projects as assigned.

**OPENING DATE:** 1/10/00

**CLOSING DATE:** Open Until Filled

**EVALUATION CRITERIA:** The following criteria will be used to identify the best-qualified applicant:

- |               |                     |
|---------------|---------------------|
| A. Education  | D. Work Performance |
| B. Experience | E. Performance Test |
| C. Training   | F. Interview        |

**HOW TO APPLY:** All applicants must submit a tribal "Application for Employment Form." Applications must be postmarked by the closing date. **To receive credit for training or education, documentation must be provided.** *If applying for more than one position, separate applications will be required for each position.*

### SEND APPLICATIONS TO:

Confederated Tribes of Siletz Indians  
Attn: Personnel Officer  
P.O. Box 549  
Siletz, OR 97380

The tribe's Indian Preference Policy will apply. The high school diploma/GED requirement will be waived for enrolled tribal elders (age 55 and older). All persons selected must pass the drug testing procedures described in the tribe's personnel manual prior to the hiring date. A valid driver's license will be required (if placed in job description) by the date of employment.

"Except as provided by the Indian Preference Act (Title 25, U.S.C., Section 472 and 473) and as described in the Siletz personnel manual, tribal government will not discriminate in selection because of race, creed, age, sex, color, national origin, physical handicap, marital status, politics, membership, or non-membership in an employee organization."

**For more information and tribal application, call 1-800-922-1399 or 541-444-2532.**