

Office Manager

Wolf River Development Company
Class Description # 7001
Grade 7 Non-Exempt
Revised 06/19/2018

GENERAL DESCRIPTION OF DUTIES

Under the direct supervision of the Wolf River Development Company (WRDC) General Manager (GM), the purpose of the position is to provide office management services to the Wolf River Development Company.

EXAMPLES OF ESSENTIAL FUNCTIONS

Work with the WRDC-GM to develop and implement office policies, procedures and file management system.

Assist with the development of WRDC annual budget, as well as monitoring and updating budgets on a monthly basis.

Assist GM with the preparation of monthly reports for the WRDC-Board of Directors, and Menominee Tribal Legislature.

Assist in gathering financial documentation from entities WRDC oversees, Save A Lot, Dollar Store, and Subway.

Assists in collecting, duplicating and collating of all necessary documents and materials for WRDC-BOD meeting packets.

Prepare monthly agendas for WRDC-BOD meetings and coordinate posting with Chairman's Office staff.

Prepare meeting packets for the WRDC-BOD for all meetings.

Attend meetings, record meetings and transcribe meeting minutes from recording device.

Maintain current and accurate copies of all organizational documents, i.e., bylaws, rules motions, standing rules, minutes, resolutions, ordinances, etc...

Code and submit invoices for payment to finance department.

Assist with special projects as needed.

Typing, filing, answering telephone, taking messages, routing calls properly, disseminating daily mail and copying/scanning information as necessary for committees.

Performs related duties as directed.

OFFICE MANAGER

MINIMUM TRAINING AND EXPERIENCE

Associate's degree with course work emphasis in Business Administration, or related field; 5 years of experience involving office procedures, balancing budgets and the Tribal procurement process; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Must possess advanced working knowledge of Microsoft Office includes Word, Excel and PowerPoint.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction: Requires the ability to act as a first line supervisor, including scheduling, approving time off, providing technical training, providing employee feedback, providing discipline, and recommending employee selection.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

BEHAVIORAL EXPECTATIONS

Must be able to work in a properly collegial relationship with co-workers. Must be able to interact with other departments within the Tribe in the spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.

OFFICE MANAGER