

CHEYENNE RIVER SIOUX TRIBE
DEPARTMENT OF TRANSPORTATION
OFFICE MANAGER

DESCRIPTION OF WORK

General Statement of Duties: The incumbent is responsible for program administrative support. Provides the Director with the technical information in the overall administration and assists with office management.

Supervision received: Works under the immediate supervision of the Project/Construction Manager.

Supervision exercised: NONE.

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

Secretarial duties i.e., answering telephones, incoming and outgoing correspondence, makes travel arrangements for staff, works with the CRST Property & Supply Department in tagging new inventory, and will be responsible for ordering office supplies, parts, fuel, etc.

Assists program director in establishing, submitting, and/or maintaining the yearly budget. Tasks may include submitting budget revisions, budget modifications, journal vouchers, and keeping cuff accounts of the program's revenue and expenditures.

Solicits businesses for quotes on fuel, parts, road signs, office equipment, etc.

Completes purchase orders, finance vouchers, and billing for the program.

Compiles and submits the program's monthly progress reports & expenditures.

Types correspondence, memorandums, forms, and other items.

Maintains property and equipment inventory for the program.

Develops a system to record and monitor all long-distance calls.

Assists with planning office activities that support morale and team building

Models supportive relations between co-workers that involve communicating daily routines.

Maintains and schedules appointments for the Director and Project/Construction Manager. Assists Director and Project/Construction Manager with administrative duties.

Will be responsible for completion of time sheets for the staff on a bi-weekly basis.

Maintains employee records and files.

Maintains and manages filing systems for the program both electronically and hard copy.

Participates in training activities necessary to maintain or improve abilities needed for the successful completion of position's responsibilities.

Oversees actions necessary to replace, update and maintain good working conditions of all office equipment and supplies.

Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Incumbent must possess intellectual capacity and professionalism to communicate clearly and efficiently with people both in the office and on the telephone. Have the ability to form positive interpersonal relationships, to be non-judgmental and accepting of all staff and clientele. Have excellent computer and writing skills. Knowledge of business skills in terms of maintaining records, forms, files and other data.

Education: High school diploma or GED equivalent

Experience: One-year minimum previous experience in Administrative/Office Management functions is highly preferred. There will be on the job training.

Special Requirements: Must have a valid driver's license and be insurable under the Tribal vehicle insurance policy. Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks.

Date Created: 9/5/2024