POSITION: Office Manager  
Child Protection Services

SALARY RANGE: ($18.90-$23.63) + Annual & Sick Leave

OPENING DATE: September 01, 2020  
CLOSING DATE: September 17, 2020

SCOPE OF WORK:
Office Manager will be responsible for assisting the Director in management of the Child Protection Services Program; providing administrative support for efficient program performance that is consistent and in compliance with program objectives and standards of operation, Tribal Management Systems, Title XXVII-Employee Code of Ethics, Title XVIII-Tribal Employees, Personnel Policy and Procedures and applicable Tribal and Federal Laws.

SUPERVISION:
The Office Manager will work under the supervision of the Director who will provide direction and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:
1. Maintain accurate budgets and cuff accounts for all Child Protection Service Program funds.
   a) 638 Contract Funds
   b) Title IV-B Funds
   c) Title IV-E Funds
   d) Family Preservation Funds
2. Conducts reconciliation of program fund accounts, assists in preparation of budget modifications, and consults with Director regarding budgets and expenditures on monthly basis.
3. Responsible for supervision of staff in the absence of Director.
4. Assists in preparation of required contract monitoring activity; working closely with Director and Contract Officer to ensure program fiscal operation is in compliance with funding agency requirements and procedures.
5. Assists in obtaining and compiling data and information for monthly, quarterly and annual reporting requirements for BIA, program funding agencies, Tribal Council and standing committee.
6. Assist in the administration of program reimbursements in accordance with funding agency policies and procedures.
7. Collaborate, network, establish contacts and positive working relationships with area health and human service professionals.
8. Work collectively with Social Workers, Case Managers and Foster Care Developer to obtain status and log of assigned cases in foster care, group & residential care, boarding school and relative placements on a monthly basis for Director’s review.

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“Promoting Self-Sufficiency through Employment”
9. Compose, prepare and review memorandums, correspondence, reports, public notices and documents and maintain office files.
10. Accurately and timely prepare program staff time sheets according to daily sign in/out records and in accordance time, attendance and appropriate leave procedures.
11. Process all purchase orders and serve as the point of contact for program purchases and expenditures.
12. Prepare and process mileage claims and travel authorizations in accordance with travel/mileage policy and procedures.
13. Prepare and submit required GSA maintenance reports and schedule routine maintenance of program GSA vehicles.
14. Develop and maintain GSA vehicle usage and mileage log.
15. Conduct quarterly inventory of all program equipment and maintain adequate supply of consumable office supplies.
16. Coordinate, document and participate in program staff and team meetings, schedule program staff development trainings, seminars, workshops and in-services.

QUALIFICATIONS:

1. Must have a two-year degree in Business Administration, Business Management, Office Systems or related field.
2. Qualifying experience may be substituted in lieu of education requirement. Qualifying experience means possession of a high school diploma or a GED certificate with five (5) years of documented office management and supervisory experience.
3. Will be required to learn and understand program funding (638, Title IV-B, Title IV-E, Family Preservation) requirements.
4. Must possess strong computer skills with working knowledge of Microsoft Word and Excel programs. Will be required to learn and operate new software applications as it applies to data collection and reporting instruments.
5. Must be able to efficiently and effectively operate office equipment (copy and fax machines, printers, and telephones).
6. Applicant must be able to understand and carry out both verbal and written instructions and request clarification when needed.
7. Applicant must possess excellent customer service and professionalism; maintain tact, courtesy, composure and flexibility when dealing with a variety of personalities.
8. Must possess a strong work ethic and organizational skills with special attention to detail and ability to operate under pressure and stress.
9. Must possess a valid Driver’s License and appropriate insurance.
10. Must be able to pass a background check that includes a child abuse and neglect screening in accordance with applicable law and regulations.
11. Must sign a confidentiality Statement and understand the penalties for any violations.

NOTICE:
SELECTED APPLICANTS FOR THE STANDING ROCK SIOUX TRIBAL POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO SUBMIT AND SUCCESSFULLY PASS WILL RESULT IN REVOCATION OF JOB OFFER.
No Tribal housing is available. The position is located the Child Protection Services Office, Fort Yates, ND. The position will under the supervision of the Child Protection Services Director.

APPLICATIONS:
Submit a tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 P.M. ON THE CLOSING DATE WILL NOT BE CONSIDERED.