



Ho-Chunk Nation

Job Description



TITLE: OFFICE MANAGER-SECURITY DEPARTMENT		JOB CODE: OMSD
BUSINESS		EEO: 5
NON-EXEMPT	NO FLEX	FUNDING SOURCE: NPD
		HO-CHUNK PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Responsible for proposing, implementing, coordinating and maintaining the efficiency of the department's administrative operations. Prepares documents outlining and explaining administrative procedures, and directs paper flow, and supervisor's office record keeping functions. Customer service is our top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Attends monthly meetings as directed by Security Director or designee.
2. Aids in the execution of administrative policies and procedures and assists the Security Director or designee in maintaining smooth and efficient work operations on a daily basis.
3. Prepares documents outlining and explaining administrative procedures, directs paper flow and supervises office record keeping functions daily.
4. Researches, edits and drafts responses, special reports, and other written material for the Security Director or designee on a daily basis.
5. Responsible for coordinating with the Purchasing Department all supply requests, bid requests, and purchase orders.
6. Supervises the maintenance of confidential correspondence and department files on a daily basis.
7. Responsible for reviewing, filing and retrieval/distribution of all incident reports on a daily basis.
8. Responsible for proposing, implementing, coordinating and maintaining the efficiency of the department's administrative operations on a daily basis.
9. Responsible for maintaining the flow of employee information and documents to and from the Personnel Department including all aspects of hiring of new employees on a daily basis.
10. Responsible for weekly Departmental payroll and maintaining payroll records.
11. Must continuously maintain good working relationships between all other departments.
12. Perform other duties as assigned relevant to this position.

JOB RESPONSIBILITY

Job Reports to	Security Director or Designee
Leadership Accountability	Implements Operating Plans
Supervisory Accountability	None
Organizational Accountability	Manages Work Group within a Sub-Unit of a Department
Financial Accountability	Monitors Expenditures
Customer Accountability	Interfaces with officials, executives, regulatory authorities, and outside and inside customers
Freedom to Act	Operates with Significant Independence, Subject to General Input from Supervisor and Subject to Regular Review by Supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a high school diploma or GED equivalent with emphasis in clerical or office procedures.
2. Associate Degree preferred.

ESSENTIAL:

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must be able to obtain and maintain a Gaming License.
3. Valid driver's license, dependable transportation and proper vehicle insurance.

EXPERIENCE:

1. A minimum of two (2) years office experience in business administration is required.
2. Must have excellent writing, word processing, and computer, organizational, clerical, oral, and administrative skills.
3. Preferred to have knowledge of all regulatory ordinances or statutes relating to Indian Gaming.
4. Must be familiar with all casino and departmental rules, regulations, and controls as they apply to administrative and operational functions.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Must be physically able to perform all duties.
2. Must possess strong computer skills and knowledge of Microsoft products.
3. Must be able to interpret a variety of instructions furnished in written, oral, diagram or schedule form; speak, read, and write in English including but not limited to reading and comprehending documents, instructions and manuals, interpret meaning and retain information and successfully complete all detailed instructions.
4. Must be able to work independently as well as in a team environment with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner.
5. Ability to speak effectively to team members and guests of the organization in a public forum.
6. Ability to concentrate and multitask.

WORK PLACE RESPONSIBILITY

1. Provide assistance to other departments and guests to ensure the integrity of gaming operations by providing supporting documentation on Security policies and procedures and facility regulations.
2. Promotes positive public and employee relations and resolve simple and informal complaints and maintain a professional attitude and appearance at all times.
3. Maintain a working knowledge of the casino and property, as well as special events and promotions, in order to advise guests and fellow team members.

WORKING CONDITIONS

1. May be exposed to a smoking environment frequently.
2. May be exposed to an elevated noise level.
3. Must be physically able to perform all duties.
4. May occasionally be required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance.
5. Ability to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays.