



# Ho-Chunk Nation

## Job Description

<b>TITLE:</b> OFFICE MANAGER		<b>JOB CODE:</b> OFFM
GOVERNMENT / BUSINESS		<b>EEO:</b> 6
NON-EXEMPT	NO FLEX	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"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**

The Office Manager will be responsible for a variety of administrative functions and maintenance of office procedures.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Maintains office services on a daily basis by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
2. Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records on a quarterly basis throughout the fiscal year.
3. Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement on a monthly basis.
4. Designs and implements office policies by establishing standards and procedures and making necessary policy revisions on a monthly basis for review by the supervisor.
5. Completes operational requirements by scheduling and assigning employees and following up on work results on a weekly basis.
6. Quarterly reports to the immediate supervisor regarding the review and analysis of special reports, summarizing information, and identifying trends in the department's progressive goals.
7. Daily maintains office staff retention by orienting and training employees which may include direct supervision of staff.
8. Achieves financial objectives by preparing an annual budget, scheduling weekly or monthly expenditures such as ordering supplies and/or equipment and vouchering, analyzing financial discrepancies on a monthly basis, and initiating corrective actions such as preparing a budget modification.
9. Contributes to team effort at monthly meetings by assisting to accomplish related results and follow-up reporting to the supervisor.
10. Daily maintains excellent customer service both internally within the Ho-Chunk Nation and externally with outside vendors.
11. Performs other duties as assigned relevant to this job description and similar in nature.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Monitors expenditures



Customer Accountability	Interfaces with vendors, employees of the Nation, and community members
Freedom to Act	Subject to general input from supervisor

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. High school diploma or equivalent.
2. Associates Degree, preferred.

**ESSENTIAL:**

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

**EXPERIENCE:**

1. Must have experience in office management.
2. Experience in office management, preferred.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Possess good organizational skills and ability to meet deadlines.
2. Must be computer literate.
3. Possess good oral and written organizational skills.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Office Setting.
2. Must be willing to work weekends, and evenings, if necessary.
3. Physical Demands of this position should be referenced.