

Tohono O'odham Nation  
Job Description  
Legislative Branch  
**P.O. Box 837**  
**Sells, Arizona 85634**  
**(520) 383-2470**



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**POSITION TITLE:** Office Manager  
**CLASSIFICATION:** Exempt  
**DEPARTMENT:** Legislative Branch  
**GRADE/STEP:** 25.3  
**SALARY:** \$74,081.28

**Position Summary:**

Under the general supervision of the Legislative Council chairperson, oversees the administrative operations of the Legislative Branch, serves in a managerial position and provides supervision of assigned personnel within the Legislative Branch. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties and Responsibilities:**

- Supervises assigned staff, including but not limited to conducting employee performance evaluations and disciplinary actions
- Maintains, oversees, and prepares personnel actions for Legislative Branch
- Maintains and oversees the Branch's security system, which may include keys, key codes, identification cards, etc.
- Supervises, schedules, and prioritizes assigned administrative staff work activities to ensure sufficient coverage to meet deadlines and Branch standards
- Ensures that Branch employee performance evaluations are conducted in accordance with the Legislative Branch Personnel Policies
- Maintains professional and technical knowledge by attending educational workshops, trainings, and seminars
- Serves as the liaison to the Nation's Human Resources Department, Accounting Office and other entities as it pertains to personnel issues, budgeting matters, and/or other designated matters for the Branch
- Coordinates various projects on behalf of the chairperson and/or vice chairperson by maintaining a close working relationship with other branches, departments and/or entities
- Creates and implements office policies by establishing standards and procedures to maintain the administrative day to day functions of the Branch

- Maintains office services by organizing office operations and procedures, to include managing payroll
- Back up Timekeeper
- Organizes and manages record-keeping and accounts systems, such as personnel documents and other filings
- Responsible for managing Branch inventory for supplies and vehicles
- Provides leadership and training to office staff
- Ensures proper onboarding and training processes are in place to meet branch standards.
- Prepares a variety of monthly, quarterly and annual reports
- Attends meetings as assigned by the chairperson and/or vice chairperson
- Prepares notes and/or minutes from various meetings for further follow up
- Assists the chairperson and/or vice chairperson in preparing and coordinating annual budgets and budget modifications and monitoring the Legislative Branch budget to assure expenditures are consistent with approved budget amounts and justifications
- Reviews and corrects as necessary requisitions, purchase orders, and other documents initiated by subordinate staff
- Contributes to a team effort
- Performs other duties as assigned

**Knowledge, Skills, Certifications and Abilities:**

- Knowledge of Tohono O’odham culture, customs, and traditions
- Knowledge of supervisory methods and techniques
- Knowledge of principles and practices of modern personnel management and employee relations
- Knowledge of office procedures and equipment, including computers and financial application software
- Knowledge of purchasing rules, regulations, methods and forms
- Knowledge of purchase order and accounts payable process
- Knowledge of the tribal government organization, policies and procedures
- Knowledge of public relations/customer services principles, practices, and techniques
- Skill in supervising, training, and evaluating assigned staff
- Skill in budget preparation, monitoring, and administration
- Skill in maintaining accounting records and report preparation
- Skill in setting priorities to meet established as well as changing deadlines
- Ability to supervise, lead, and train staff and others
- Ability to write business correspondence and communication
- Ability to coordinate calendars, appointments, etc.
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to multi-task and meet deadlines
- Ability to establish and maintain professional relationship with individuals of varying social and cultural backgrounds
- Ability to maintain privileged, confidential information
- Ability to work independently with minimal supervision

**Minimum Qualifications:**

- Associates Degree in Business Administration or related field
- Three (3) years of clerical or administrative experience

**OR**

- Any combination of academic education, professional training or work experience that demonstrates the ability to perform the duties of this position

**AND**

- Must possess and maintain a valid Arizona Driver's License.
- Must successfully pass a background check

**Other conditions of employment:**

Must pass an employee background investigation prior to employment. Valid Arizona Driver's License (No DUIs or major traffic offenses within the past three (3) years) Bilingual O'odham/English preferred.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit. Use hands to write or type; and talk or hear. The employee frequently is required to stand, walk, and is occasionally required to reach with hands and arms.