



JOB DESCRIPTION

POSITION: ADMINISTRATIVE OPERATIONS MANAGER

SUPERVISOR: HEALTH DIRECTOR

SALARY RANGE: \$71,281-\$93,516 ANNUALLY

EMPLOYMENT TYPE: EXEMPT

NATURE OF WORK: The Administrative Operations Manager is a high-level position in the Skokomish Health Department. This position is responsible for a wide range of grant, financial and administrative activities.

BENEFITS: Generous benefit package including: 40 or more days of paid leave/holidays; employer paid medical, dental, vision, life, long-term disability and ADD insurance; employer matched pension plan; and employer paid Employee Assistance Program. Departmental perks include a wellness program, paid training, coffee and free parking.

REPRESENTATIVE JOB DUTIES

1. Maintaining a compliant internal financial system.
2. Formulating and managing complex budgets with multiple funding sources in compliance with funding entity, federal, state and/or tribal policies and requirements.
3. Goods and services procurement including: high dollar value goods.
4. Ensuring grant and contract compliance including budgets, deliverables and reporting.
5. Assisting with the development of new programs and service delivery.
6. Managing and/or coordinating fee-for-service and similar revenue generating contracts and programs.
7. Supervising staff as assigned.
8. Providing training and mentoring for staff and contracted providers as requested.
9. Serving as a member of the departmental Administrative Team.
10. Participating in external meetings, conference calls, conferences and similar as requested.
11. And other duties as requested by the Health Director.

QUALIFICATIONS

1. Associates or advanced degree (preferred) or a combination of education and experience determined at the sole discretion of the Health Director to be adequate to be successful in the position (required).

2. Minimum of three years of bookkeeping/accounting experience (required) college level accounting courses completed (preferred).
3. Experience formulating, tracking and managing budgets from basic to complex (required).
4. Experience processing invoices for payment (preferred).
5. Human resources experience including formulating job descriptions and on- and off-boarding staff (preferred).
6. Grant administration experience (highly preferred).
7. Two or more years of high-level procurement experience including formulating, disseminating, reviewing, awarding and contracting activities through RFPs, RFQs, requests for quotes, contracted position and service providers as well as standard goods and services procurement in alignment with Tribal and funding sources policies and requirements (highly preferred).
8. Ability to read and understand contracts (required).
9. Ability to manage fee-for-service and other revenue generating contracts and programs in compliance with requirements and tribal policies (required).
10. Ability to assist with the development, implementation and operations of new programs and services (preferred).
11. Supervisory experience (required)
12. Intermediate Microsoft WORD and Excel skills (preferred).
13. Ability to maintain strict confidentiality (required).
14. Ability to provide assistance in a professional, culturally appropriate and compassionate manner (required).
15. Attention to detail (required).
16. Well organized (required).
17. Ability to multi-task while meeting competing deadlines (required).
18. Ability to effectively communicate both in writing and orally (required).
19. Approved results of a pre-employment drug screen and fingerprint background check (required).
20. Valid Washington State driver's license and proof of automobile insurance (required).

BEHAVIOR STANDARDS: Be respectful, courteous, and friendly to patients, other tribal employees, and tribal leaders. Be a team player that helps the organization meet its objectives, while serving as an example of leadership for others to follow. Take initiative to meet work objectives. Communicate effectively with patients, their families, customers and other tribal employees. Positively represent the Tribe, maintaining the trust that Skokomish community members place in the Wellness Center providers and staff. Demonstrate honest and ethical behavior.

CONFIDENTIALITY: The contracted employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position may require pre-employment drug testing.

PREFERENCE: The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

To apply complete a Skokomish Job Application available on the website at:

<https://skokomish.org/employmentfps/>

Once completed submit via email to:

wplant@skokomish.org

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____