

## **Vacancy Announcement**

**Title:** Administrative Operations Manager

**Reports To:** Director of Natural Resources or Designee

**Location:** Orleans

**Starting Salary:** \$42,000 to \$52,000 per year, depending on experience

**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level.

**Summary:** The Administrative Operations Manager (Manager) shall work under the supervision of the Director of Natural Resources or designee to develop and manage both external and internal budgetary and contractual processes in accordance with specified terms and conditions. The Manager coordinates with program management personnel to achieve effective and efficient department-wide administrative operations. In addition, this position shall supervise the Environmental Administrative Coordinator.

**Application Deadline: 5pm, Monday, September 12, 2014.**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs)

- Mail to: Karuk Tribe, PO Box 1016, Happy Camp, CA 96039.
- Fax: 530-493-5322
- Email: [tbarnett@karuk.us](mailto:tbarnett@karuk.us)
- Telephone (530) 493-1600, ext: 2010

The Karuk Tribe's (**TERO**) **Preference, and Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Applicants must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Shall review all Department of Natural Resources (DNR) and related grant, agreement, contract, and compact requests, as needed.
2. Shall ensure that department wide fiscal coordination is considered the development of grant proposals.
3. Shall identify in-kind and matching fund sources and ensure accurate tracking capability prior to submission of project proposals.
4. Shall design and maintain a two year DNR specific application and reporting calendar to ensure that long-term funding opportunities are efficiently pursued.
5. Shall work in conjunction with DNR division/program leads to coordinate accurate and timely fiscal and programmatic reporting to appropriate Tribal, federal, state, and private funders.
6. Shall supervise the Environmental Administrative Coordinator.
7. Shall serve as the primary point of contact for matters relating to DNR fiscal and compliance processes.
8. Shall assist the Director or designee in preparing for and responding to inquiries from Tribal representatives of contracting/fiscal departments.
9. Shall develop and maintain a DNR, department-wide fiscal tracking and project file reporting coordination system to ensure timely reporting of deliverables.

10. Shall oversee all DNR expenditures, budgetary tracking and fiscal reporting functions.
11. Shall oversee the coordination of funding source programmatic addendums, modifications, and/or extensions and assist with the preparation of subsequent or additional funding applications/requests.
12. Shall maintain up-to-date contract and grant files.
13. Shall prepare and process pass-through contracts and sub-awards; and obtain, coordinate approval, and forward invoices for payment processing.
14. Shall be available for local and out of the area travel as required for job related duties and professional development. Shall attend meetings, conferences and functions as required.
15. Shall be polite and maintain a priority system in accepting other position related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions, demonstrated ability to use computerized accounting software as well as data and word processing programs as professional tools.
5. Possess Bachelor in Business Administration (BBA or BSBA) or related field is preferred OR minimum of five years professional experience working in government or Tribal organizations managing environmental programs.
6. Have working knowledge of Tribal organizational structures, reporting relationships, lines of authority and fiscal management responsibilities.
7. Demonstrated ability to use computer data, word processing, and spreadsheet application programs as professional tools.
8. Demonstrated ability to communicate in a clear, appropriately assertive and tactful manner.
9. Demonstrated ability to initiate and follow through on complex financial management tasks, manage time well and meet deadlines.

**Requirements:**

1. Must have extensive fiscal management capabilities.

2. Must have experience and demonstrated ability in the development and oversight of Tribal grants, contracts, projects, programs, and/or other budgetary processes.
3. Must have experience in initiating and following through on complex financial management tasks.
4. Must have excellent mathematical skills and strong written and oral communication skills.
5. Must have excellent time management and multi-tasking skills.
6. Must have a minimum of three years' experience in staff supervision and/or human resource management processes.
7. Must have demonstrated ability to respond effectively to unforeseeable complications in the performance of assigned duties.
8. Must possess a valid driver's license, good driving record, reliable transportation and be insurable by the Tribe's insurance carrier.
9. Must adhere to all policies and procedures as per the Karuk Tribe's Personnel Policy manuals.
10. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Karuk Community Health Clinic**

64236 Second Avenue  
 Post Office Box 316  
 Happy Camp, CA 96039  
 Phone: (530) 493-5257  
 Fax: (530) 493-5270

# Karuk Tribe

**Karuk Dental Clinic**

64236 Second Avenue  
 Post Office Box 1016  
 Happy Camp, CA 96039  
 Phone: (530) 493-2201  
 Fax: (530) 493-5364

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
 64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**EMPLOYMENT APPLICATION**

Position Applied For: _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On Call <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal		Desired Rate of Pay:	
Name (First, MI, Last): _____		List Any Other Names Used in the Past: _____	
Mailing Address (Street, City, State ZIP): _____		How Long at this Address: _____ If less than 5 years include previous address: _____	
Have you ever been employed by the Karuk Tribe? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list date(s) of employment and position(s) held: _____		Social Security Number: _____	
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, explain: _____	
Do you claim Tribal Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you married to a Karuk Tribal Member? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a Karuk Member child under age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No  Tribe: _____ Roll Number: _____  <b>**COPY OF ENROLLMENT DOCUMENTATION MUST BE ATTACHED TO RECEIVE PREFERENCE**</b>		Have you ever served in the US Military? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you claim Veteran's Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, attach a copy of your DD-214 demonstrating proof.</b> Are you able to perform the essential functions of the position applied for either with or without a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>◆ EMPLOYMENT HISTORY:</b> Begin with present position and work back <u>at least</u> five (5) years. The entire five (5) year period must be accounted for without breaks; for periods of unemployment or schooling, list dates and "unemployed" or "attending school". Attach additional sheets if necessary.			
① Name and Address of Employer: _____		Phone Number: _____	
Start and End Date: _____	Starting and Ending Salary: _____	Supervisor's Name: _____	Reason for Leaving: _____
Position Held and Work Performed: _____			
② Name and Address of Employer: _____		Phone Number: _____	
Start and End Date: _____	Starting and Ending Salary: _____	Supervisor's Name: _____	Reason for Leaving: _____
Position Held and Work Performed: _____			
③ Name and Address of Employer: _____		Phone Number: _____	
Start and End Date: _____	Starting and Ending Salary: _____	Supervisor's Name: _____	Reason for Leaving: _____
Position Held and Work Performed: _____			

**◆ EDUCATION:** *Include all colleges, universities, technical, and vocational schools attended.*

Are you a high school graduate or have you received your GED? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name and Location of School/Testing Site:	
<b>Type of School:</b>	<b>Name and Address:</b>	<b>Coursework or Major:</b>	<b>Degree Earned:</b>

Please list special training, certificates, or other types of education you have that pertains to the job applied for:

**◆ OTHER INFORMATION:**

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	State and Number:
Do you have a good driving record? <input type="checkbox"/> Yes <input type="checkbox"/> No	
In the past 3 years, have you been convicted of DUI or had your license suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently on lay-off and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if the job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit verification of your legal right to work in the US?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List names of immediate family members (other than your spouse) working for us:	

**◆ CRIMINAL BACKGROUND:** *For all questions, provide all additional information in the space provided or on a separate sheet. Except as required by law, conviction of a crime will not disqualify you from employment. Factors such as age at time of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered when making employment decisions.*

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime as an adult? (Note: Do not include infractions, or convictions that have been annulled, erased, expunged, vacated, set aside, sealed by a court, or referred to a diversion program.)  
 Yes  No

If the answer is yes, describe the nature of the crime charged, the date of the conviction, the county and state or tribal reservation in which you were convicted and the disposition or outcome of the conviction in the space below.

**◆ REFERENCES:** *List three (3) people who know you well. They should be good friends, peers, roommates, etc. who have known you for at least the last five (5) years. Try not to list relatives or anyone who is listed elsewhere on this application (ex; Supervisors).*

① Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:
② Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:
③ Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:

**◆ CERTIFICATIONS: Please read each item carefully and acknowledge your understanding by signing in the indicated location.**

**① Certification that my Answers are True:**

My statements on this application, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this application or its attachments may be grounds for not hiring me, or firing me after I begin work.

**② Authorization to Investigate:**

I authorize investigation of all statements contained on this application, and any attachments to it. I authorize the Tribe to secure information about my background experience with education institutions and any relevant agencies. I authorize those parties to provide information to the Tribe concerning my background and experience, and authorize a copy of this application to be provided to the TERO Department. I release the Tribe, and all parties providing information to the Tribe about my background and experience, from any and all liability whatsoever arising therefrom.

**③ Consent to Contact Past Employers:**

I give permission to the Tribe to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers, managers and/or supervisors to discuss my relevant personnel and employment history with the Tribe, consent to the release of such information orally or in writing, and hereby release them from any and all liability whatsoever arising therefrom and agree not to sue them for defamation or other claims based upon any statements they make to any representative of the Tribe. To the fullest extent permitted by law, I further waive all rights I may have under applicable law to receive a copy of any written statement provided by any of my former employers to the Tribe. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release.

**④ Consent to Contact Government Agencies:**

I give permission to any agent, attorney or representative of the Tribe to receive a copy of any information contained in the file of any federal, tribal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and, to the fullest extent permitted by law, waive any right under applicable law concerning notification of the request for a release of such information. In the event an applicable law does not provide for prospective employers to have access to information, I hereby delegate the Tribe as my agent for receipt of information.

**⑤ Cooperation with Investigation:**

I agree to fully cooperate with the Tribe's background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law. I give permission to the Tribe to verify my Indian heritage and verify any tribal enrollment information that I have provided.

**⑥ Falsification Statement:**

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or if discovered after an offer of employment, for immediate dismissal.

**⑦ Employment "At Will":**

In consideration of my employment, I agree to conform to the rules and regulations of the Tribe, and understand that my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either the Tribe or myself, except as otherwise provided by applicable law. Nothing in this application or in any oral or written statement provided to me by the Tribe will limit these rights to terminate my employment at will and no one will have any authority to change this at-will relationship, unless such change is authorized in writing by a duly authorized representative of the Tribe.

**⑧ Release:**

I release the Tribe, its officers, agents, directors, representatives, employees, attorneys and representatives from any and all claims, causes of action, judgments, liens, indebtedness, damages, obligations, losses, liabilities, or costs, which they may have, whether known or unknown, suspected or unsuspected, arising with this application for employment. I understand that this application is only valid for the position applied for at present and that the Tribe is not obligated to retain or consider this application for future openings. My signature below certifies that I understand that if I am extended an offer of employment by the Tribe, my employment is contingent upon satisfactory completion of a medical examination, including a drug test, and submission of proof that I have the credentials and/or licenses necessary for the position that I am offered. I also hereby subject myself to the jurisdiction of the Tribe and its governing system, including any enforcement or judicial proceedings or process that may be associated with the application for employment or any resulting employment relationship.

**I have read each item; I understand and agree to all terms.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

**◆ HOW DID YOU HEAR ABOUT THIS POSITION: Check all that apply.**

Word of Mouth  [www.karuk.us/jobs/](http://www.karuk.us/jobs/)  Bulletin Board (In Office Posting)  Newspaper:  Other: