Vacancy Announcement
Health & Human Services – Behavioral Health

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 • 505-552-6728 • www.puebloofacoma.org

JOB TITLE: Office Manager (Full-Time/Regular) PAY RATE: $DOE

OPENING DATE: June 26, 2020 CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under the direct supervision of the Director, enhances department’s effectiveness by performing and coordinating a variety of office duties to support day-to-day activities of the Acoma Behavioral Health Services to include administrative and technical duties. Maintain confidentiality of all privileged information. Supervise and train office staff.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Perform a wide variety of executive secretarial and administrative duties daily within the Acoma Behavioral Health Services.
2. Organize various meetings and trainings within department, and coordinates with other tribal programs.
3. Prepare documents and correspondence for Acoma Behavioral Health Services. Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
4. Completes operational requirements by scheduling and assigning employees; following up on work results.
5. Responsible for developing office procedures and systems to ensure efficient operation and initiate changes in procedures as needed.
6. Review and summarize various reports and documents for finalization and prepares documents for reference and justification.
7. Provide follow up to assignments given to staff by the Director and provide status updates and reports as required.
8. Compose and review legal documents, reports, correspondence, memos, forms, agendas, meeting minutes, directories, tables and other documents by proofreading for accuracy, completeness and conformity to established formats.
9. Create complex original DRAFT correspondence, design and create brochures, forms, flyers, and other marketing and information materials by assigning tasks for completion.
10. Develop and maintain complex spreadsheets and databases for statistical records used by Acoma Behavioral Health Services.
11. Prepare memos and letters from dictation and implement said documents to staff and different departments.
12. Supervise office staff and evaluate their performance.
13. Tactfully and courteously respond to requests and inquiries/complaints from the general public and the staff.
14. Screen incoming calls and correspondence; exercise judgment and responds accordingly.
15. Record and deliver messages or transfers calls to voice mail when appropriate.
16. Welcome visitors, determine nature of business, and announce visitors to appropriate personnel, maintaining professional and courteous demeanor.
17. Maintain calendars and appointments for Director and staff; schedule appointments; coordinate and arrange meetings, conferences, programs, and other events.
18. Arrange travel, prepare and submit travel-related documents, and maintain travel information as necessary.
19. Prepare budget modifications; maintain financial records; process payments, purchasing and travel documents.
20. Create professional presentations as required.
21. Develop records management policy and procedure to establish and maintain an effective filing and retrieval system.
22. Maintain and operate office machines, equipment, and computers. Delegate staff to record general maintenance and repair of office equipment.
23. Photocopies, collates, distributes, and files documents.
24. Transmits outgoing faxes, and retrieves, logs, and distributes incoming faxes.
OFFICE MANAGER
Position Description

26. Maintains inventory of office supplies.
27. Receives, sorts, logs, and routes mail.
28. Attends meetings and takes minutes as requested.
29. Performs errands as needed.
30. Contributes to a team effort and accomplishes related results as required.
31. Coordinates and supervises special events assigned by Leadership.
32. Performs other duties as required.

MINIMUM QUALIFICATIONS

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<th>Experience:</th>
<th>Six or more years relevant experience</th>
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<td>Education:</td>
<td>Associates Degree in Business or relevant field</td>
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Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of Pueblo’s traditional form of government, culture, and traditions
- Knowledge of the functions and structure of the Pueblo of Acoma
- Knowledge of office practices, procedures, and equipment
- Knowledge of records management
- Skill in operating computers and office equipment, including in a Windows environment, specifically Word, Excel, Access, and presentation software
- Skill in coaching employees and implementing corrective actions when necessary.
- Skill in maintaining financial records.
- Skill in conflict management.
- Ability to type at least 60 WPM and demonstrate proficiency in grammar, spelling, and math.
- Ability to follow up with assigned tasks.
- Ability to handle difficult situations.
- Ability to create and provide reports to management regarding tasks.
- Ability to assign and delegate tasks.
- Ability to communicate effectively in the English language, both verbally and in writing
- Ability to handle multiple tasks and meet deadlines
- Ability to carry out instructions furnished in verbal or written format
- Ability to work independently with minimal supervision
- Ability to demonstrate excellence in everything, and continually seek improvement in results
- Ability to operate a motor vehicle
- Ability to perform other duties as assigned

PREFERRED QUALIFICATIONS

- Accounting experience
- Keres speaking

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.
Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

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<tr>
<td>Confidentiality:</td>
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<td>Background investigation:</td>
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<td>Health Requirement:</td>
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<td>Driver Check:</td>
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<td>Drug screening:</td>
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To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at [www.puebloofacoma.org](http://www.puebloofacoma.org). All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0572020  

*Pueblo of Acoma is a Drug Free Workplace.*