



YOUTH OPPORTUNITY PROGRAM

PHONE (601) 650-7321

MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010
CHOCTAW, MS 39350

JOB ANNOUNCEMENT # 305192

POSITION TITLE: OFFICE MANAGER

SALARY: GRADE 8

SUPERVISOR: DIRECTOR, YOUTH OPPORTUNITY PROGRAM

JOB LOCATION: YOUTH OPPORTUNITY PROGRAM

TYPE OF EMPLOYMENT: REGULAR FULL-TIME

OPENING DATE: **AUGUST 17, 2023** **AUG 17 2023**

CLOSING DATE: **AUGUST 31, 2023 OR UNTIL FILLED**

SCOPE OF SERVICE:

The Office Manager for the Youth Opportunity Program will work closely with the Youth Opportunity Program staff to ensure efficient daily operation of the office. Primary responsibilities will be to filing, record-keeping, correspondence, data management, office supply and equipment inventory control, and other duties generally associated with office management. Under supervision of Director, the officer manager will assist in maintaining the routine operation of Youth Opportunity Program

DUTIES AND RESPONSIBILITIES:

1. Receive telephone calls and visitors in a professional manner, using tact in order to determine the nature of their request; determine whether to interrupt office staff or personally furnish information by reference to files and records and/or from personal knowledge of program policies and subject matter; and accurately record and deliver all messages.
2. Operate basic office machines, including photocopier, facsimile, word processor, fax machine, and calculator.
3. Types letters, memoranda, correspondence and documents and responsible for accuracy of grammar, spelling, format, and punctuation as requested and in drafts and final forms for the Director.
4. Order office supplies and keep regular inventory of those supplies as needed. Receive, prioritize, process, and distribute incoming correspondence and mail.
5. Will prepare and file all purchase orders and accounts payable on time and keep a file..
6. Will involve for services and maintain accounts receivable file.

7. Will assist and prepare all reports as required
8. Schedule trips and accommodations and prepare travel authorizations and advances for approval.
9. Responsible for maintaining of office equipment.
10. Maintains some inventory of office equipment assures proper equipment identification decals are assigned and affixed to program equipment and prepares equipment reports as necessary.
11. Proficient in use of Microsoft Word, Excel, Word Perfect, and PowerPoint.
12. Janitorial duties as needed.
13. Demonstrate a positive attitude, good work habits, the ability to work independently, and the ability to get along well with others.
14. Assist all staff members as necessary to maintain efficient operation of the program.
15. Perform other duties as assigned by the Director.

QUALIFICATIONS:

1. Possess minimum of associate's degree in Business, Liberal Arts, Office Systems Technology, or related degree. A combination of work experience and education will be considered.
2. Preference for applicant with computer skills and experience in filing, record keeping and typing.
3. Preference for applicant with oral proficiency in both Choctaw and English languages.
4. Knowledge of and experience with the operation of basic office machines, including photocopier, facsimile, word processor, and calculator.
5. Above average typing skills (50 WPM).
6. Excellent written and oral communication skills.
7. Ability to follow instructions, complete work assignments in a timely manner and on schedule, and function under administrative pressures.
8. Ability to maintain confidentiality of all personal records.
9. Possess valid MS Driver's License, personal automobile liability insurance, and adequate transportation.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350