



## **San Carlos Housing Authority**

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[www.sancarloshousingauthority.org](http://www.sancarloshousingauthority.org)

### **Position**

Office Manager

### **Location**

Tufa-Stone San Carlos, AZ 85550

### **Job Type/Vacancy #**

Full-Time/333-2024

### **Salary**

Depends on Qualifications

### **Opening Date**

3/8/2024

### **Closing Date**

Until Filled

### **Position Summary:**

Responsible for overseeing and coordinating the daily operations of the office. This includes managing administrative tasks coordinating office logistics, supervising support staff, and ensuring a smooth and efficient workflow. Maintains a productive and professional work environment supporting overall mission, vision and values of the San Carlos Housing Authority.

### **Essential Functions:**

1. Provide comprehensive administrative support to the office, including managing schedules, organizing meetings, handling correspondence, and maintaining office records.
2. Oversee day-to-day office operations, including managing office supplies, equipment, and facilities. Ensure efficient utilization of resources and implement cost-saving initiatives.
3. Supervise and provide guidance to administrative and support staff. Assign tasks, monitor performance, and provide training and development opportunities as needed.
4. Facilitate effective communication within the office and with external stakeholders. Coordinate with other departments or external vendors to ensure smooth operations.
5. Assist in managing office budgets, expenses, and financial records. Process invoices, track expenses, and maintain accurate financial documentation.
6. Ensure compliance with company policies and procedures. Develop and implement office policies as needed, promoting a safe and productive work environment.

7. Coordinate office events, meetings, and travel arrangements. Make necessary arrangements, such as booking venues, arranging catering, and managing logistics.
8. Maintain and organize office records, both physical and electronic. Ensure proper documentation, storage, and retrieval of files and records.
9. Stay updated with office technology trends and tools. Identify opportunities for process improvement and efficiency through the effective use of technology. Actively participates in a variety of professional and civic activities.
10. Participates in departmental orientation, on the job training and quality assurance programs/initiatives.
11. Participates in a variety of department and housing educational programs to maintain current skill and competency levels; identifies and discusses performance or training needs with Supervisor.
12. Performs other duties as requested.

### **Minimum Requirements:**

- Bachelor's degree in business administration or a related field, preferred.
- Proven experience in office management or a similar role
- Proficiency in MS Office (Word, Excel, PowerPoint) and office management software.
- Current and valid driver's license required.

### **Tribal Preference:**

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHA Employee Manual relating to Tribal and Veterans Preference. The San Carlos Housing Authority will grant preference for employment to qualified individuals in the following order:

1. Enroll members of the San Carlos Apache Tribe with Veterans' Preference. Enrolled Members must show proof of honorable discharge by submitting a DD-214.
2. Enroll members of the San Carlos Apache Tribe.
3. Indian Spouse or Indian Parent of an enrolled member of a federally recognized Indian Tribe.
4. Enrolled members of a federally recognized Tribe.
5. Non-Indian spouse or non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference Policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.