TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 11/03/2026 **Closing Date: 11/19/2026**

Position Title:	Office Manager
Department:	Tribal Administration
Work Schedule:	Monday-Friday, 8:00AM-5:00PM (Hours May Vary)
Wage Rate:	Pay Range 67:$40.82 - $52.25/HR Budgeted Rate / Paid Bi-Weekly Exempt, Non-Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Tribal Employment Application
- Cover Letter and Resume
- Proof of required education and/or qualifying experience
- If claiming Tribal Preference, proof of Tribal identification
- If claiming Veteran's Preference, a copy of DD214

All requested information must be submitted to the **Tribal Administration Human Resources Department** by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in disqualification of the application.*

Must provide completed applications for all open positions applying for:

Submit To:
Human Resources
Tule River Indian Tribe of California
340 N. Reservation Road
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) IN WHICH THEY ARE INTERESTED.

TULE RIVER INDIAN TRIBE OFCALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Office Manager

WORKSITE: Tribal Administration
340 N. Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under the general supervision of the Tribal Administrator, the Office Manager plans, organizes, coordinates, and oversees the daily administrative and operational functions of the Tribal Administration Office. The position supports executive leadership, public-facing services, interdepartmental coordination, records and document management, mail operations, purchasing, budget tracking, employee engagement activities, and continuity of daily office services.

The Office Manager provides day-to-day supervision and work coordination for Administrative Clerks and works closely with the Tribal Administrator, Deputy Tribal Administrator, Executive Administrative Assistant, Finance, Human Resources, Maintenance, Information Technology, and Department Directors. The position serves as the lead administrator for the centralized Tribal facility reservation and rental program, including scheduling, agreements, inspections, key control, fee and deposit documentation, customer service, records maintenance, and coordination with Finance and Maintenance.

This management-level position requires sound judgment, discretion, confidentiality, strong organizational skills, accurate financial and operational documentation, and professional interaction with Tribal Council, Tribal members, employees, departments, visitors, vendors, and community organizations.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Plans, organizes, and oversees the daily operation of the Tribal Administration Office to ensure reliable public service, administrative support, and continuity of essential office functions.
2. Supervises and coordinates the work of Administrative Clerks, including work assignments, schedules, cross-training, customer-service expectations, performance feedback, timekeeping review, and operational coverage.
3. Coordinates with the Tribal Administrator, Deputy Tribal Administrator, and Executive Administrative Assistant to implement Tribal Council direction, Administration priorities, deadlines, and office procedures.
4. Maintains professional front-office operations, including reception, visitor assistance, telephone coverage, routing of inquiries, scheduling support, document intake, and timely referral of matters to the appropriate official or department.
5. Provides calm, respectful customer service and assists with de-escalation of difficult or sensitive interactions while maintaining appropriate boundaries, confidentiality, and chain-of-command requirements.

Amanda Peyron/Melanie Santos to approve. Resolution FY2026-244. MSC 6-0-0.

6. Develops, implements, and maintains standardized office procedures for communication, scheduling, records, forms, document management, purchasing, mail, inventory, facility reservations, and customer service.
7. Administers the centralized reservation and rental process for approved Tribal-owned facilities and areas, including request intake, availability review, scheduling, centralized calendar entries, customer communication, and confirmation of required approvals.
8. Prepares and maintains facility use agreements, reservation forms, fee and deposit documentation, inspection checklists, key-control records, checkout and check-in documents, and other required reservation records.
9. Coordinates and documents applicable pre-use and post-use facility inspections; records facility condition, damage, missing property, maintenance concerns, and required follow-up.
10. Coordinates with Finance regarding approved fees, refundable deposits, refunds, retained deposits, damage charges, cash-handling requirements, reconciliation, and supporting documentation. The Office Manager does not independently establish fees or recognize revenue.
11. Coordinates with Maintenance regarding facility readiness, inspection findings, cleaning, repairs, access, safety concerns, damage reports, and scheduling conflicts; monitors referrals through completion.
12. Maintains accurate facility reservation files and prepares monthly or quarterly summaries of reservation volume, agreements, inspections, deposits, refunds, damages, maintenance referrals, and customer feedback.
13. Oversees daily mail retrieval from Porterville, incoming and outgoing mail, postage processing, certified mail, post-office-box access, distribution logs, mailing equipment, and continuity of mail services.
14. Coordinates Administration vehicle use associated with mail retrieval, facility inspections, and approved administrative travel; maintains mileage, fuel, maintenance, repair, and registration records.
15. Coordinates purchasing and inventory for materials, office supplies, postage, printing, uniforms or approved apparel, and other Administration operational needs in accordance with procurement requirements.
16. Maintains inventory and service records for office, computer, mailing, printing, vehicle, and document-production equipment, including the existing binding machine; coordinates repair or replacement requests as authorized.
17. Coordinates preparation, assembly, reproduction, and distribution of Council packets, reports, presentations, Operating Plans, budgets, correspondence, forms, agreements, and other administrative documents.
18. Supports collection, tracking, and administrative review of department monthly and quarterly reports, Operating Plans, budget submissions, and other required documentation.
19. Maintains administrative records in accordance with established filing, confidentiality, retention, access, and disposition requirements.
20. Assists with preparation and monitoring of the Tribal Administration budget, including purchase requests, purchase orders, invoices, receipts, commitments, expenditure logs, quarterly forecasts, and documentation of variances.
21. Reviews supporting documentation for completeness before routing expenditures for approval and coordinates corrections with staff, vendors, Finance, Procurement, or other applicable departments.
22. Supports administration of approved professional and consultant services by maintaining scopes, procurement records, contracts, invoices, deliverables, and contract-status documentation.

23. Coordinates approved employee recognition and organizational engagement activities, including the annual Christmas Party, Employee of the Month, Employee of the Year, monthly birthday recognition, and other authorized appreciation activities.
24. Maintains an annual recognition and event calendar, event-level budget records, vendor documentation, approvals, participation records, receipts, and actual-cost reports; assists with quarterly expenditure and engagement reviews.
25. Maintains separation between authorized working-meeting meals and employee-recognition or event expenditures and ensures each expense is supported by the required business purpose and documentation.
26. Coordinates Administration staff meetings, office calendars, facility schedules, event logistics, agendas, meeting materials, action-item tracking, and follow-up as assigned.
27. Maintains logs for Administration requests, departmental follow-up, facility issues, purchasing, maintenance, mail, and other assignments; provides status updates within established timelines.
28. Supports implementation of internal controls, including segregation of duties where feasible, preapproval, documentation verification, inventory accountability, key control, deposit tracking, and monthly reconciliation.
29. Protects confidential, sensitive, personnel, legal, financial, and Tribal information and releases information only as authorized.
30. Coordinates office safety, emergency readiness, workspace maintenance, technology-support requests, and continuity plans; cross-trains staff to maintain essential operations during absences or emergencies.
31. Attends required meetings, training, professional-development activities, organizational events, and after-hours functions as assigned.
32. Performs other related duties as assigned by the Tribal Administrator in support of Tribal Administration and Tribal government operations.

SUPERVISORY RESPONSIBILITIES

Provides day-to-day supervision and work coordination for Administrative Clerks and other assigned administrative support staff. Supervisory responsibilities include assigning and reviewing work, scheduling coverage, training and cross-training, coaching, addressing performance or service concerns through established procedures, reviewing timekeeping information, supporting performance evaluations, and promoting consistent customer-service and documentation standards. The Office Manager coordinates closely with the Executive Administrative Assistant but does not alter executive assignments or reporting relationships established by the Tribal Administrator.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Organizational Management, Human Resources, Finance, or a closely related field and at least four (4) years of progressively responsible administrative or office-management experience, including two (2) years of supervisory or lead experience; or an equivalent combination of education and directly related experience approved by Human Resources.
2. Demonstrated experience coordinating office operations, staff assignments, customer service, records, purchasing, budgets, contracts, facilities scheduling, events, or related administrative functions.

3. Experience working in Tribal government, local government, a public agency, or a complex multi-department organization is preferred.
4. Must possess a valid California driver license and be insurable under the Tribe's vehicle-insurance requirements.
5. Must successfully complete a pre-employment background investigation and drug/alcohol screening in accordance with Tribal policy.
6. Previous employment with the Tule River Indian Tribe of California or its entities must reflect an acceptable work history.
7. Must be able to work a flexible schedule, including occasional evenings, weekends, holidays, or emergency assignments based on Tribal operations, facility reservations, meetings, and organizational events.
8. Must maintain confidentiality and comply with Tribal policies, ordinances, procedures, records requirements, conflict-of-interest standards, and applicable financial and procurement controls.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of modern office management, administrative procedures, records management, customer service, scheduling, procurement, inventory, budgeting, and internal controls.
2. Knowledge of supervisory practices, work planning, staff scheduling, training, performance documentation, and continuity planning.
3. Ability to interpret and apply Tribal policies, ordinances, resolutions, procedures, facility-use requirements, financial controls, and administrative directives.
4. Ability to manage centralized facility reservations, calendars, agreements, deposits, inspections, keys, customer communications, and coordination with Finance and Maintenance.
5. Ability to prepare and review budgets, expenditure logs, forecasts, purchase documentation, invoices, event records, contracts, reports, and reconciliations with a high degree of accuracy.
6. Strong written communication skills, including the ability to prepare professional correspondence, procedures, reports, meeting materials, forms, agreements, and summaries.
7. Strong verbal communication, customer-service, conflict-management, and de-escalation skills with the ability to interact respectfully with Tribal Council, Tribal members, employees, departments, visitors, and vendors.
8. Ability to prioritize multiple deadlines, organize complex workflows, delegate work, follow through on assignments, and maintain accurate status records.
9. Ability to use Microsoft Office, email, calendars, document-production tools, accounting or purchasing systems, timekeeping systems, records systems, and other approved technology.
10. Ability to exercise sound judgment, discretion, initiative, and independent problem-solving while recognizing matters that require escalation or Tribal Administrator approval.
11. Ability to maintain effective working relationships and coordinate across Finance, Human Resources, Maintenance, Information Technology, Procurement, Tribal Council support, and departmental leadership.
12. Ability to work under pressure, respond to changing priorities, and maintain a professional, organized, service-oriented office environment.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work is performed primarily in a professional office environment with frequent interaction with employees, Tribal members, visitors, vendors, and departmental staff. The position requires prolonged sitting and computer use, frequent standing and walking, repetitive hand and finger movements, reaching, bending, and the ability to review detailed documents and electronic records.

The employee must be able to lift and carry office supplies, files, event materials, keys, and equipment weighing up to 25 pounds and occasionally assist with items weighing up to 40 pounds. The position may require travel between Tribal facilities, daily or occasional vehicle use, and work at facilities before, during, or after reservations and organizational events.

The work schedule may include early mornings, evenings, weekends, holidays, emergency assignments, or extended hours based on meetings, facility use, Tribal Council direction, employee events, reporting deadlines, or continuity-of-operations needs. Reasonable accommodations may be provided in accordance with applicable law and Tribal policy.

POSITION INFORMATION

This position reports to:	Tribal Administrator
Department:	Tribal Administration
Salary:	Pay Range 67: $40.82 - $52.25/HR Budgeted Rate / Paid Bi-Weekly Exempt, Non-Overtime Eligible
Hours:	Monday-Friday, 8:00AM-5:00PM Hours may vary based on operational needs

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE.

Amanda Peyron/Melanie Santos to approve. Resolution FY2026-244. MSC 6-0-0.