



Tucson Indian Center

Human Resources Department

160 North Stone, Tucson, Arizona 85701

PH: 520.884-7131

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Operations Manager Job Description

Job Title: Operations Manager
Salary: Grade 28 Exempt **DOE**
Status: Permanent, Full-Time
Hrs/WK: Forty (40)
Department: Operations
Job Location: Tucson, Arizona

Nature of Work:

Embraces and Embodies the Identity Document's Mission, Purpose and Vision Statements; Core Values, Guiding Principles and Strategic Goals. Responsible for operations leadership to the Executive Director, Management Team and Board of Directors as appropriate. Coordinates all facility management and administrative support functions of the organization and departments including, but not limited to, facility inspection and repairs, contractor management, general Executive Director administrative support and supervision of front desk clerical staff. Ensures and safeguards full compliance with building codes, safety & standards, facility audits and record keeping. Other duties as assigned. Serves under the general supervision of the Executive Director.

Required Knowledge, Skill and Ability:

Full charge of facility and administration management.
Vendor solicitation and evaluation.
Records management.
Productive and contributing member of the Management Team.
Professional and courteous communication
Building regulation and maintenance requirements.
Oversee activities of clerical positions

Required Experience and Training:

Bachelor's Degree in Management/Business, or Organization Leadership; or Associate Degree with four (4) years of demonstrated work experience in a non-profit organization; or ten (10) years of successful and documented work experience.

Additional Requirement:

- Must have a valid State Driver’s License
- Must maintain proper Automotive Insurance Coverage
- Must pass a Background Clearance Check
- Must pass random Drug Tests

Working Conditions:

- Ability to sit at desk/computer during normal working hours
- Ability to travel in State and out of State for work assignments

Supervisory Status:

Supervisory
Reports to Executive Director

Reviewed and Approved By:

Human Resource Director

Date

Executive Director

Date

Employee

Date

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

Revision Date: 03/31/2022