TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Office Manager**
SUPERVISOR: Aging & Long-Term Care Director
LOCATION: Aging and Long-Term Care Department
POST DATE: **November 25, 2026**
CLOSING DATE: **December 9, 2026**

General Description: The primary responsibility of this position involves managing a variety of programs within the Aging & Long-Term Care Program. These include the Technology Loan, Program, Lifeline Program, Loan Closet Program, and Elder Activities. This position provides clerical support to administrative staff as well as back up support for drivers and kitchen staff.

Qualifications: High School Diploma or Equivalent is required. Minimum of two years' experience in an office setting is preferred. Proficient with Microsoft Word, Excel, email. Must have a valid WI Drivers license and be insurable.

Salary: $18.00-$20.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Office Manager

B. DEPARTMENT: Aging & Long-Term Care

C. SUPERVISOR'S TITLE: Aging & Long-Term Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position involves managing a variety of programs within the Aging and Long-Term Care Program. These include the Technology Loan Program, Lifeline Program, Loan Closet Program, and Elder Activities. This position provides clerical support to the administrative staff as well as back up support for drivers and kitchen staff. Specific responsibilities include but are not limited to the following:

DUTIES

1. Attend any trainings for individual growth in this position.
2. Act as a representative of the Aging and Long-Term Care program at a variety of meetings.
3. Oversee and manage grant funds for the programs under Director supervision.
4. Answer phones for administrative staff, take messages and assist staff with any follow-up.
5. Serve as the primary point of contact for RSVPs for program sponsored events.
6. Greet Elders, contractors, and general public in a helpful and courteous manner.
7. Order office supplies and materials for program events.
8. Review and receive shipments. Return any damaged or incorrect items for credit.
9. Maintain program copier in working order.
10. Inventory and sign out laptops and loan closet items to eligible Elders.
11. Provide eligible Elders with Loan Closet equipment and Lifeline Services.
12. Provide Tribal entities and local businesses with updated lists of eligible Elders for program sponsored activities.
13. Assist with scheduling vehicle maintenance and repair.
14. Assist other staff in facilitating and attend social program activities for Tribal Elders and Aging Program participants.
15. All other duties as assigned by Aging Director.

FINANCIAL AND RECORD KEEPING

1. Maintain client database
2. Work within a designated budget for all office/copier supplies and promotional ordering.
3. Authorize, process, and submit invoices for payment.
4. Develop and monitor a record-keeping system for Elder activities, loan closet items and technology loan program.
5. Submit monthly participant counts to Program Director.
6. Work with Director to develop a yearly budget in accordance with current needs.
7. Keep perpetual inventory of all program equipment.

TIME AND WORK MANAGEMENT

1. Complete daily, weekly, and monthly work reports and assignments within the appropriate deadlines.
2. Respond to Elders, other departments and staff in a timely manner.
3. Demonstrate flexibility in response to unexpected changes in work volume, emergencies, staffing or scheduling changes.

PRESENCE

1. Accommodating and helpful to program participants.
2. Maintain strict/absolute confidentiality.
3. Good attendance is essential to the efficient operation of this position.
4. Work as part of a team to meet program goals and participants needs.
5. Listen attentively to concerns and respond with a positive approach.
6. Recognize conflict, understand appropriate methods to address/resolve conflict, including one-on-one dialog or seek assistance from Director or other Management staff.

E. POSITION RELATIONSHIPS:

1. **Internal:** The Office Manager will have direct and frequent contact with Aging Program participants, Administrative staff, Transportation and Kitchen staff, as well as the Tribal Accounting Department.
2. **External:** The Office Manager will have frequent contact with Tribal members with disabilities or family members and other visitors, other Tribal programs, ADRC of Vilas County, Wisconsin DHS, GLITC and program suppliers.

F. SUPERVISORY RESPONSIBILITIES: None.

G. SUPERVISION RECEIVED: Aging and Long-Term Care Director

H. EDUCATION: High School Diploma or Equivalent is required.

I. EXPERIENCE: Minimum of two years' experience in an office setting.

J. SKILLS: Proficient knowledge in Microsoft Word, Excel, and Outlook email. Possess proper and courteous phone etiquette. Ability to prioritize projects.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal office setting.
2. **Exposure to Hazards:** None
3. **Physical Requirements:** Must be able to sit for extended periods of time and lift 25 lbs.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Office Manager to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow

employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Must possess a valid WI Driver's license and be insurable. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee	**Date**	**Program Manager**	**Date**
Previously signed		**Previously signed**	
Tribal Administrator	**Date**	**Human Resource Director**	**Date**