



The Three Affiliated Tribes **Job Description**

Security Office Manager

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Security Director DEPARTMENT: MHA Admin Security SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: Newtown, ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The Security Office Manager is responsible for coordinating team operations in efforts to secure and maintain efficiency in all areas within the security department. The Security Office Manager is expected to have a thorough understanding of the policy and procedures of the security department and Human Resources and is expected to use independent judgment in the application of them.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Organizing office operations.
2. Monitors progress and assistance in training of office staff
3. Attends available and required training in office certifications
4. Assists with planning & organizing department events. Including, but not limited to, employee orientations, internal & external Tribal networking events, etc
5. Acts as Timekeeper Supervisor
6. Familiarize themselves with security policy and procedures
7. Absorbs job duties when needed in the absence of Security director
8. Maintains MHA Admin Security cuff account and ensures purchases are within allotted budget expenditures; as well as, preparing memos and letters as needed for routing and travel purposes
9. Corresponds with security staff to ensure daily operations are being maintained
10. Assist staff with any unanticipated requests from external & internal departments or superiors.
11. Travels to external departments located both on and off reservation upon directive from security director.
12. Stays well informed regarding Security Staff developments (attendance/leave)
13. Handle confidential information and sensitive materials with care
14. Help Supervise the Lead Security in correlation with security director
15. Assists in completion of staff performance evaluations
16. **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:



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- Directly supervise the security lead positions, in accordance with the approved security organizational chart

COMPETENCIES:

- **Problem solving**-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Verbal/written communication**-the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- **Delegation**-the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegation activities.
- **Leadership**-the individual inspires and motivates others to perform well, accepts feedback from others.
- **Management skills**-the individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- **Quality management**-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- **Judgment**-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Planning/Organizing**-the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Safety and Security**-the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation policy and procedures of personnel administration
- Knowledge of sound techniques in all aspects of personnel management
- Knowledge of the organizations and operations of administrative programs.
- Travel for the purpose of professional growth

Abilities

- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to apply and adapt practices and techniques to the special requirements of senior management.
- Ability to establish and maintain effective relationships with other management staff, employees, and the general public.
- Ability to present facts and recommendations effectively in oral and written form.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED. **REQUIRED.**
- One (1) year of managerial and administrative experience. **REQUIRED.**
- Bachelor's degree in business administration, public administration; or related field area. **PREFERRED.**
- Valid Driver's License **REQUIRED.**



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WORKING CONDITIONS:

- Employee will be operating in an office environment
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____