

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Manager (Hobuck Beach/Cape Resort)

EXEMPT: Yes	JOB CODE: 2-M T3
TARGET SALARY: \$21.31 to \$25.07/DOQ	SHIFT: Flex
PROGRAM: Business Enterprise	LOCATION: Hobuck Beach
REPORTS: Business Manager	

SUMMARY: Responsible for the overall daily management of The Cape/Hobuck Beach Resort including maintaining and scheduling the use of 38 cabins, 60 RV sites, 400 camp sites, and Tribal Guest House.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Responsible for monitoring the financial performance, accounting and reporting, purchasing, budgets, marketing, and promotions. This responsibility also includes reviewing monthly financial statement and making operational and budget adjustments as needed.

Responsible for the on-going business of the Cape, Hobuck Beach Resort, and Tribal Guest House activities including; financial performance, revenues, costs, profits and asset Management; purchasing, marketing, promotions and view monthly financial statements and making operational and budget adjustments as needed and attractive in appearance inside and outside.

Responsible for regulatory compliance including health, safety, and environmental, tribal and federal regulations.

Responsible for negotiating prices for products with suppliers.

Responsible for all resort events, including contract, security, set-up, liaison and close-out.

Responsible to grow the resorts revenue, activities, retail sales, and job opportunities.

Ensure rules and regulations for campground safety are current and staff are trained; trained staff members have the authority to remove those individuals who fail to comply with the rules and regulations; each camper or cabin tenant is given a copy of the Rules and Regulations and they are also posted in public places within the resort properties.

Overall responsibility for organizing the operation of the Cape/Hobuck Beach

Resort including purchasing inventory management (including use, storage and disposal of perishables), pricing, supervision of cleanup, management of service areas (including camp ground and waste disposal area).

Responsible for the physical appearance of facilities, public service areas, and outside area hygiene.

Maintain a complete inventory of all facilities, equipment and supplies and make the inventory or inventories available to the Business Enterprise Manager or other Tribal Officials when requested.

Ensure customer complaints are resolved immediately.

Ensure campsites and fire pits are refurbished after each use, maintaining the grounds including mowing and trimming and removal of waste; cabins are clean

Work with the Business Manager, General Manager and other Tribal officials in planning hospitality-related businesses and services.

Responsible for participating in development advertising and market strategies including planning special nights and events, use of discount certificates and other promotional tools to market Cape/Hobuck Beach Resort.

Ensure maintenance is scheduled on a routine basis and shall be defined to include but not limited to cleaning cabins including vacuuming and mopping floors and scouring bathroom facilities after each use, cleaning appliances on a regular basis, laundering, waxing floors and washing windows on at least a monthly basis, painting cabins and regular maintenance.

Ensure the front desk staff at Hobuck and The Cape are greeting and registering customers and guests within the established registration process; collecting payments and prepare deposits of payments to be entered into a Cash Ending Report daily and proceeds deposited in a "drop" facility at the Neah Bay Police Department.

QUALIFICATIONS

High school diploma or general education degree (GED).

Associate's degree (A. A.) or equivalent from two-year college or technical school; or two years related experience and/or training.

Minimum of two years successful program management experience.

Minimum of two years experience in building maintenance related field(s).

Minimum of two years supervisory experience.

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to 4 employees in the program. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

LANGUAGE SKILLS:

Ability to read and interpret technical documents and procedure manuals. Ability to write route reports, correspondence, maintain schedules, prepare billing documents and related work. Ability to speak effectively.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts; apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to accurately measure objects.

REASONING ABILITY:

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal/GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Ability to listen, observe and record a variety of information.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Must have excellent customer-service.

Ability to maintain confidentiality of records and information pertinent to the nature of the work.

Ability to work extended hours as needed.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

This is a physically demanding job must be able to lift at least 75 pounds, have good vision and hearing and be well coordinated, able to bend, lift, and have demonstrated physical agility associated with the requirements of the job. The job requires a great deal of mobility, the individual being on their feet and moving about at least 80 percent of the time.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The noise level in the work environment is usually very loud.

HAZARDS

Potential contact with dissatisfied or abusive customers.

SPECIAL WORK SCHEDULE

This is a Full-time Flex position, is not a 8:00 a.m. to 5 p.m. - Monday -Friday, it may work evenings, and weekends as well as some weekday hours, schedule to be determined by the Business Enterprise Manager.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential task demands at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive

OPEN: December 3, 2018
CLOSE: December 14, 2018

Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.