

YUROK ECONOMIC DEVELOPMENT CORPORATION

Job Title:	Fuel Mart Operations Manager			Job Code	GS 11-1 to 11-10
Department	YEDC	Program Area	Fuel Mart	Location	Orick, Klamath, Weitchpec
Reports To:	YEDC Executive Director			Status: Salary	Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					

POSITION SUMMARY: Under the direction of the Yurok Economic Development Corporation Executive Director, the employee is responsible for daily operations of all YEDC Fuel Marts.

DUTIES AND RESPONSIBILITIES:

1. Develop a team at each fuel mart from a training, coaching, and management standpoint.
2. Personnel management including hiring, firing, training, and scheduling.
3. Negotiates with petroleum wholesalers for purchase and delivery of gasoline and diesel on a timely basis to meet customer demand.
4. Monitors fuel and convenient store profit margins daily; adjusts retail prices for optimum yield while staying competitive and consistent with customer patronage.
5. Implements and maintains coordination with YEDC Executive Director on procedures relating to fuel spills, environmental regulations, worker safety and fire prevention.
6. Oversees reconciliation of cash receipts and disbursements; submit daily reconciliation to YEDC fiscal department, including sales, tax receipts, cash transactions, and fuel purchases.
7. Prepare and submit payroll, bi-weekly time sheets, review payroll journal for accuracy and authorized overtime.
8. Prepare reports on inventory with outside vendors for restocking and ensure that items are placed in optimal visual location for fast turn over and ensure that delivery of food, tobacco, and beverage items are properly received and recorded correctly into inventory.
9. Prepare and submit operating budgets to YEDC Executive Director as required and comment on significant variances between budgeted and actual figures.
10. Maintains excellent interpersonal skills in relating to customers, staff and management, and maintains a positive attitude.
11. Interact with public, business professionals, and government officials in the community including presentations and community meetings if necessary.
12. Required to attend management seminars as established by YEDC.
13. Ability to develop computer literacy including use of Sunray Software, MS Excel, POS System, inventory technology, and cash registers.
14. Develop managerial strategy to motivate staff; Create incentive/rewards system based on employee performance and reviews.
15. Develop a retail management strategy to increase sales and reduce cost.
16. Work with Tribal entities to promote all Yurok Programs and share necessary information.
17. Work with YEDC marketing department to promote and advertise all Fuel Marts

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18. Required to maintain presence at each fuel mart on a weekly basis.

MINIMUM QUALIFICATIONS:

1. Must have minimum 3 years' experience and job-related Gas Station Management skills will take precedence in selections. An accounting and finance background is very desirable. Must have high school diploma, HSED, or GED.
2. Demonstrate capability, initiative, self-motivation, communication skills and ability to operate in a "team approach" environment.
3. Must have a working knowledge of gas station operations and documented work experience that illustrates the applicant's ability to review, evaluate and recommend changes in management policies, operating systems, sales, and plan development.
4. Must be able to effectively represent the gas station enterprise in public and must be experienced in communicating with a computer, accounting and management professionals and tribal governing body.
5. Must possess the ability to interact with the public, fellow employees, tribal enterprises, and county and state agencies demonstrating respect, tact, courtesy, objectivity, and maturity to develop an affective and cooperative working relationship. Must be able to effectively represent the Fuel Mart operation in and with the public.
6. Ability to assign responsibilities and coordinate activities to meet objectives in an efficient and timely manner.
7. Ability to inform and communicate orally and in writing diverse and challenging situations in order to address problems and relate established goals and objectives.

If none of the applicants should meet the stated qualifications, applicants whose education and experience are less than the stated requirements may be interviewed and hired. Provided the applicant hired submits a formal written training plan within thirty (30) days, which can be completed within a reasonable time agreed upon by the supervisor and the applicant. Applicants who are hired and fail to meet the agreed upon formal training program will be discharged upon failure to complete the specified training as scheduled.

EDUCATION/EXPERIENCE:

1. High School Diploma.
2. 3-years' experience in a supervisory position.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to YEDC's Drug and Alcohol Free Workplace Policy including employment screening. All applicants must pass a pre-employment drug/alcohol test.
- Must pass a background check

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- When necessary, must be able to lift 25-50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Must have valid driver's license and be able to be insured by YEDC's insurance

Preference will be given to qualified Yurok Indian Tribal Members.
Indian preference is granted in accordance with P.L. 93-638