

CHIEF OPERATING OFFICER/ LAW FIRM ADMINISTRATOR

Fredericks Peebles & Patterson LLP is an established law firm with offices in California, Colorado, South Dakota and Washington, D.C. In business since 1996, the Firm dedicates itself to representing Indian tribes and Indian owned organizations. The firm's attorneys are accomplished advocates in a variety of practice areas that affect Indian tribes and the lives of tribal members.

The Firm is looking for an experienced professional with extensive human resources and firm management experience. The candidate will work closely with the Firm's management committee to manage the business affairs of the Firm, supervise the administrative staff, provide human resource administration, and systems management.

The position will be located in the Firm's Sacramento, California office.

Job Responsibilities:

- Provide management committee with guidance and advice on business operations;
- Manage all office contracts for services, including IT services;
- Manage firm wide filing systems and procedures;
- Manage firm marketing, including working with outside service providers and vendors;
- Human Resources management including employee recruiting, training, compensation, benefits and reviews, and all other human resources functions;
- Develop firm policies including internal manuals; and
- Develop internal reports and perform special projects as necessary to assist management.

Professional Qualifications:

- A professional with ability to inspire and lead the Firm's staff;
- More than 5 years' experience in law firm or other professional firm management;
- Proficiency with Microsoft Office suite and billing entry software;
- Ability to work with firm management including the Firm's Financial Officer to provide high level and detailed reports to guide firm decision-making;
- Ability to implement new software systems, past experience in doing so a plus;
- Working knowledge of human resources processes and practices; and
- Bachelor's degree required with major in business administration preferred.

Please submit your resume and a cover letter including salary requirements to Patrick Bergin at pbergin@ndnlaw.com. Should you have any questions, please call Patrick Bergin at (916) 441-2700.