



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Housing Coordinator

Requisition Num.: 032-2022

Open Date: 11/08/2022

Closing Date: Until Filled

Department: Housing

Classification: Full-Time / Non- Exempt

Salary: \$23.00 to \$25.50 Hourly (DOE)

Location: Valley Center, CA

Opportunity: The role of the Housing Coordinator is vital to the efficient function and support of the Housing Department. Under the direction of the Housing Manager, serves in the capacity of a confidential Coordinator for a multi-functional department. The Housing Coordinator performs a wide variety of confidential and complex administrative, technical, programmatic, and secretarial duties to relieve Manager of technical, as well as general administrative details. The incumbent is responsible for a wide range of complex administrative and coordination tasks associated with administration of housing development, community and economic development programs, and creating safe and prosperous communities. The role provides day-to-day administrative support functions for the effective and efficient workflow of the Housing Department, including recordkeeping, file maintenance and data entry. Participates in the development, implementation, and administration of Housing and Fleet policies, procedures, and programs. Assists in preparing a variety of fiscal, administrative, and operational reports.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Serves in the capacity of a confidential Coordinator for a multi-functional department, independently planning and coordinating administrative support functions and Serves in the capacity of a confidential Coordinator for a multi-functional department, independently planning and coordinating administrative support functions and services.
- Coordinates and reviews assigned activities and operations of the department including assigned departmental invoices, administrative support, technical, and/or programmatic areas; reviews and evaluates work production, methods, and procedures; recommends improvements in work flow, procedures, and use of equipment and forms; implements improvements as approved.
- Conducts research, prepares, revises and implements various administrative policies, procedures, rules and regulations in accordance with sound organizational practices; develops and revises office forms and report formats; establishes procedural manual for clerical support services for assigned areas.
- Elevates sensitive and controversial issues to Housing Manager to ensure that concerns are addressed in accordance with departmental policies and procedures.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by supervisory staff; writes reports that present and interpret data, identify alternatives, and make and justify recommendations.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- Performs a wide variety of complex, responsible, and confidential duties for Housing Manager; relieves management staff of administrative work including investigation and answering complaints and providing assistance in resolving operational and administrative problems.
- Types, word processes, and proofreads a wide variety of reports, letters, memoranda, correspondence, and statistical charts; types from rough draft, verbal instruction, or transcribing machine; independently composes correspondence and reports related to assigned area of responsibility.
- Participates in the maintenance of a calendar of activities, meetings, and various events for assigned staff; coordinates activities with other Rincon Tribal Government departments, the Rincon Tribal Members and general public, and outside agencies; directs and participates in coordinating and processing staff travel arrangements.
- Prepare documents related to land assignments, land leases, use permits, right of ways, application process, contracts, and cooperative agreements and other documents to ensure accuracy and timeliness for submission for final approval.
- Assist data processing initiative through providing continual updates on data for incorporation into the land database file. Analyze various land documents and records for incorporating useful/valid data into the Land Use Office file; create new records as appropriate.
- Update Land Use Office data including, but not necessarily limited to, map addresses, zoning information, ordinances and resolutions, stop work orders, and new owners.
- Review various data sources in compiling data, i.e., maps, BIA Title Status Reports, Surveys, Appraisals, recorded deeds, permits, and zoning maps. Investigate property histories as needed.
- Screen calls, visitors, and mail; provides information and assistance including responding to sensitive requests for information and assistance.
- Initiates, organizes, maintains, and controls access to complex filing systems and records including highly sensitive files; establishes, makes entries in, controls accessibility to, updates, and maintains files.
- Utilizes various computer applications and software packages; maintains and generates reports from a database or network system.
- Conducts, attends, and participates in staff meetings as required and be required to take and maintain minutes for such meetings; attends seminars and other meetings as required.

OTHER DUTIES

- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Maintains a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Performs special assignments as assigned.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Overtime and weekend work may be required.
- Perform other related duties as required.

Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training.

Resumes will not be accepted in lieu of completed application forms, but may be attached.

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JOB QUALIFICATIONS

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Additional specialized course work in public administration, business administration, or a related field is desirable.
- Two years of college (Associates Degree) or equivalent, preferred.
- Must be at least 21 years of age.
- Five (5) years (full-time equivalent) of increasingly responsible administrative, secretarial, and clerical experience including two (2) years as a secretary in a large department or organizational unit or as secretary for a complex technical function.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

Work-Related Knowledge:

- Work organization and office management principles and practices.
- Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.
- Perform responsible and difficult administrative duties involving the use of independent judgment and personal initiative.
- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Principles of business letter writing and report preparation.
- Principles and procedures of record keeping.
- Basic bookkeeping practices
- Independently prepare correspondence and memoranda.
- Implement and maintain filing systems.
- Type at a speed necessary for successful job performance and as deemed appropriate by the department.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Operate and use modern office equipment including a computer and various software packages.
- Ability to learn new computer software programs or mobile apps, as needed.