

JOB ANNOUNCEMENT

Title: Cultural Resources Coordinator

Requisition Num.: 018-2024

Open Date: 06/26/2024

Closing Date: Until Filled

Department: Cultural Services

Classification: Full-Time/Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the direct supervision of the Cultural Resources Manager, the Cultural Resources Coordinator independently provides administrative support and operational assistance for the Cultural Resources Department and Tribal Historic Preservation Office (CRD/THPO). The position is responsible for a wide range of department operations, which includes front-line support by providing customer services (in person, by phone and email), working with state/federal agencies and private companies related to tribal monitoring agreements and pay data, and providing the CRD/THPO with administrative support as needed. The incumbent must be able to interact with staff and external constituents while remaining calm, flexible, proactive, resourceful and efficient. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

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.

- Facilitates supply order submissions for CRD Manager's review and maintains adequate office inventory ensuring an overall efficient and effective work area.
- Provides front-line support by providing customer services (in person, by phone and email).
- Reviews and assists with consolidating departmental budgets.
- Coordinates the execution of service agreements between private organizations, federal, state and local agencies and the Rincon Band of Luiseño Indians' Monitoring Program. This will include but is not limited to corresponding with CRM Companies regarding pay data and Contractors, the tracking of monitoring hours, mileage, billing for services rendered.
- Prepares payment requests for special consultants and independent contractors and generates paperwork required for the invoicing of tribal monitoring services.
- Coordinates and tracks notifications and responses for the CRD Manager/Tribal Historic Preservation Office; this will also require coordinating with the manager to meet response deadlines.



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



To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into 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

- Works closely with the CRD Manager and is responsible for maintaining effective methods to track the tribal monitoring projects, including management of field data from tribal monitoring program such as daily reports, timesheets, photos.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of people in a diverse community.
- The Coordinator maintains and manages records of the Department's consultation files physically and digitally.
- May be required to work directly with other internal departments.
- Coordinates travel arrangements for staff members; schedules staff training as per CRD Manager's directives.
- Assist in the planning, management, and execution of Cultural/Educational community outreach and special events.
- General administrative and other related duties as assigned.
- Attends conferences and technical related trainings.
- Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Proficient with Microsoft product (Word, Excel, etc.), internet software appropriate storage of electronic files and operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment, use/storage maintenance of multiple usernames and passwords and computer related problem, problem solving skills through the use of available trainings and helpdesk.
- Completes administrative tasks correctly and on time while demonstrating accuracy and thoroughness.
- Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- There are multiple deadlines associated with this position and the employee may be required to work overtime when necessary to reach goals.
- The employee must be able to handle frequent interruptions and must also multitask and interact with a wide variety of people on various and, at times, complicated issues.
- The employee must be able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to manage delays or unexpected events and use reason when dealing with challenging topics.

OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain 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.
- Ability to multi-task while maintaining vigilant attention to detail.
- Perform other related duties as required.
- Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

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. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

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

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JOB QUALIFICATIONS

- Must be able to represent Rincon Tribal Government effectively and professionally in a public venue

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.
- An Associate Degree in one or more of the following areas: Program Administration, Native American Studies or Environmental Studies, preferred. Equivalent experience may be substituted.
- Five (5) years of general office, personnel administration, or any equivalent combination of training and experience.
- Must have intermediate skills of Microsoft Office, Smartsheet's, and must have excellent customer service skills.

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:

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Ability to identify required and/or missing data.
- Provide well organized and clearly written information.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
