

JOB ANNOUNCEMENT

Title: Liaison to Tribal Council

Requisition Num.: 011-2025

Open Date: 02/11/2025

Closing Date: Until Filled

Department: Tribal Council

Classification: Full-Time/ Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: The Liaison to Tribal Council serves at the satisfaction of the Rincon Tribal Council. This position reports directly to the three (3) Tribal Council Members. This is a full-time, confidential position and is considered an at will employee. Due to the nature of the responsibilities to the Rincon Tribal Council as a whole, there are no set hours; however, the normal workday shall usually consist of Monday through Friday, 8:00 am to 4:30 pm. Due to the nature of the business/operations of the Rincon Tribal Council, the individual in this position must be able to travel.

The position requires executive administrative skills and an executive professional image. The Liaison to Tribal Council will provide enhanced communications, documentation reporting, and advanced technical assistance to the Rincon Tribal Council. The position requires the aptitude to develop knowledge of Tribal policies, ordinances and laws which govern Tribal Council activities, tribal policies, regulations, and procedures. The position of Liaison to Tribal Council requires the individual to perform a wide spectrum of duties, and to be involved with a myriad of disciplines in business, as well as interpersonal reactions and relationships. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Rincon Tribal Government. 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.

SENIOR SERVICES

- Coordinate with Tribal Members.

COMMITTEE'S

- Coordinate Council Meeting Agenda section for Committees
- Update the list and send correspondence as required.

ACCOUNTING

- Purchase goods and supplies
- Process Council related invoices.
- Process Commercial Expense reporting
- Donations



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

MEETING MINUTES

- Official Council meeting minutes.

HARRAH'S LIAISON

- Coordinate with the following departments:
 - Communications for basic comp items. (buffets, one-night stay, water, spa)
 - Public Relations for public relations (ribbon cuttings, special projects, news related)
 - Caesars (outside banquet events) - for large third-party group events.
 - Harrah's (onsite banquet events) - for events Rincon directly pays for.
 - Entertainment.
 - Special Requests-Comp usage for large hotel blocks amending rates.
 - Special Requests – Unique (large comp events) requests for Harrah's.

ADMINISTRATIVE

- Attend Council meetings, conferences and special meetings when requested.
- Maintain and coordinate calendars.
- Schedule appointments.
- Prepare for, schedule and attend meetings, take notes and arrange calls, take and return calls, review and answer emails, make and cancel travel arrangements, prepare draft reports, reconcile office budget and business credit cards for Tribal Council Members for reporting purposes.
- Arranges travel plans and itineraries, including compile documents for travel related meetings.
- Works within approved budget; develops and implements cost saving measures with all three (3) Tribal Council Members; conserves organization resources and is responsible for processing invoices, track related expenses and provide final budget summary to Tribal Council Members.
- There are multiple deadlines associated with this position and the employee may be required to work long hours or weekends when necessary to reach goals on a limited basis as approved by the Tribal Council.
- Represents the Tribal Council as a professional staff member at all times and not violate confidentiality by sharing, posting, distributing information of any kind or in any manner without Tribal Council's expressed, written consent.
- Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions to all three (3) Tribal Council Members.
- 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.
- Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Follows instructions; responds to Council direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies Council with an alternative plan.

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 RESPONSIBILITIES CONT'D

- 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 training and helpdesk.
- Screen incoming calls and correspondence. Ensure that calls and correspondence are distributed in a timely fashion.
- Respond to complaints and inquiries.
- If requested, serves as on-site liaison for tours and meetings.
- Coordinate set up for events for Council directed events.
- Order supplies and maintains adequate office inventory ensuring an overall efficient and effective work area.
- May be required to drive in the performance of duties as assigned by Tribal Council.
- Back up to the Front Desk Receptionist in the Government Center and other administrative support staff for Council.
- Notary required.

OTHER DUTIES

- Must exercise extreme discretion and follow confidentiality policies and regulations.
- 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.
- May be required to work overtime to complete assignments and/or attend Tribal Council sponsored meetings and events. Must be able to work a flexible schedule.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- Attends required meetings and trainings.
- Other duties may be assigned at the discretion of Tribal Council to fulfill the government's needs, objectives and/or goals.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the 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.
- Two (2) years of college (Associate Degree) in business or related business management field or equivalent (Preferred)
- Five (5) years of Executive Assistant experience.

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.
- California Notary Public preferred.

Work-Related Knowledge:

- 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.
- Able to work on multiple projects with competing deadlines using outstanding time management skills.
- Experience developing communication materials, including PowerPoint presentations, flyers, brochures, booklets, etc.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits 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
