

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Department: Housing

Position to be filled: Coordinator (SRR Tribal Members Only)

Required Qualifications/Essential Duties:

- High School Diploma or General Education Degree (GED) plus six months related experience- **Required;**
- Valid California Driver license- **Required;**
- Must be insurable through the company insurance carrier throughout employment-**Required;**
- Assists with the development and implements plans for administration of housing project and procedures for making housing assignments;
- Reviews occupancy reports to ensure that applications, selection of tenants and assignments of dwelling units are in accordance with Tribal Guidelines;
- Promotes harmonious relations among tenants, housing personnel, and persons of the community;
- Work with staff members in processing applications;
- Assist the Director/Staff with office duties;
- Developing housing plans;
- Place ads for housing construction bids;
- Supervise housing projects;
- Communicate with contractors and inspectors;
- Communicate with home owners regarding new homes;
- Convey new homes to new owners;
- Get backup documents (bills, receipts, etc.) and signatures of approval;
- Contact residence regarding home repairs;
- Enforce Tribal Lot Assignments Ordinance;
- Present applications to General Council for approval;
- Assist with housing grants (other than Tribal Funds);
- Seeking out other housing funds;
- Able to drive company vehicle or personal vehicle to conduct business of behalf of the Housing Department.

Reports To: Director

Starting Rate of Pay: \$22.00 per hour (Non-Exempt)

Approximate Hours: 40+ hours per week

Updated: March 28, 2022

Deadline: Open until filled

Department Director _____ Date _____

Human Resources Director _____ Date _____

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.