

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

Position to be filled: Director

Department: Elders Center

Required Qualifications/Essential Duties:

- Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Elder Center Director.
- -Bachelor's Degree in Recreation, Business or Public Administration, or a related field
- -Six (6) years of increasingly responsible supervisory experience in the delivery of human services, seniors' program, leisure time services, and/or recreation services.
- Valid California Driver License
- Must be insurable through companies' carrier and maintain throughout employment
- Valid First Aid and CPR certification and maintain throughout employment
- Plans, organize, promotes and supervises a program of recreation for the Elders of the SRR.
- Coordinates and oversees programs administered from the Elder's Center.
- Develop and obtain approval for staffing, operation plans and annual budgets.
- Reports financial and operation status of the Elders Center to the Elders Director's Executive Board.
- Works with community groups in preparation of special events and holiday activities.
- Prepares correspondence and reports.
- Requisitions supplies, equipment and maintains an inventory of all items of the department
- Develop and recommend new programs and services to meet the needs of the Elder's.
- Initiates new programs and monitors progress to completion.
- Monitor inventories and budget expenditures of operational plans and administered programs.
- Assigns job duties to employees and evaluate employee performance.
- Prepare employee performance evaluation reports
- Perform employee counseling and prepare disciplinary write-ups.
- Verify and prepare employee timesheets for submission to payroll department.
- Prepare and approve assignment rotations.
- Ensure all employees are properly trained and prepared for work.
- Prepare reports and memos
- Drive company vehicles or personal vehicle to conduct business on behalf of the Elders Center.

Reports To: Operation and Administration Director

Starting Rate of Pay: \$91,520.00 - \$141,977.00

Approximate Hours: 40+ hours per week

Date Posted: February 28, 2024

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.