

**Fred Nelson Jr.  
Chairman**

**Vacant  
Vice Chairman**

**Angela Miner  
Secretary**



**LA JOLLA BAND OF LUISEÑO INDIANS**  
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**Norma Contreras  
Treasurer**

**William C. Nelson II  
Council Member**

## **Public Works Executive Secretary**

**November 1, 2018**

### **NOTE: POSITION OPEN UNTIL FILLED.**

#### **Job Description:**

The La Jolla Band of Luiseno Indians is seeking a highly motivated Individual to work with the Public Works Department on various grants and construction projects. Applicants must have experience administering and/or writing reports for Federal and State grants.

#### **Salary:**

\$18.00 to \$24.00/hour, depending on work experience

#### **Duties:**

- Assist in management and/or procurement of all rented and purchased equipment.
- Assist in rental & maintenance tracking of all Tribal equipment maintained by the Public Works Department.
- Order, track and maintain all Public Works office equipment and office supplies.
- Assist the Public Works Director with preparing and submitting project reports and project "close outs" on various grants and construction projects.
- Assist the Director with preparing budgets for various grants and Tribal projects.
- Process, document and track Public Works purchase orders & financial expenditures.
- Communicate project and grant progress, challenges and information to the Director.
- Assist the Director with preparation of safety trainings and department meetings.

#### **Qualifications:**

- Must have excellent organizational and record keeping skills.
- Must have excellent computer skills, including MS Word and Excel.
- Must be familiar with all proper procedures related to managing federal grants.
- Must have bookkeeping skills. Knowledge of Quick Books or Abilla (Sage) is a plus.
- Must be able to communicate effectively with Public Works employees.
- Prior experience assisting with construction-related projects is desired.
- Must be able to follow direction and to work with minimal supervision.
- Position may require travel to conferences, training seminars, etc.
- Preference will be given to the most qualified individual.
- Must have a Valid California Driver's License.