

Fred Nelson Jr.
Chairman

Norma M. Contreras
Treasurer

Wendy Schlater
Vice-Chairwoman

LA JOLLA BAND OF LUISEÑO INDIANS

William C. Nelson II
Council Member

22000 Hwy 76 * Pauma Valley, CA. 92061

(760) 742-3771 * Fax (760) 742-1704

Angela Miner
Secretary

JOB ANNOUNCEMENT

Posted: April 11, 2019

Closing Date: Open Until Filled

Position: Assistant Manager
Department: Campground
Reports To: Manager/Council
Status: Seasonal
Salary: DOE

Qualifications:

1. Ability to work nights, weekends, holidays and split shifts.
2. Work with minimum supervision.
3. Valid California Driver's License.
4. Course work, experience or training in recreation and/or management.
5. Must have own transportation.
6. Ability to pass a pre-employment drug screening.
7. Courteous and pleasant attitude toward the public.
8. Dedication to customers.
9. Well-spoken, well-dressed, trustworthy.
10. Ability to take direction from the Tribal Council and Tribal Administration.

Duties:

1. Responsibility for activities and operations of the La Jolla Campground.
2. Responsible for all expenditures and revenues, use required Purchase Order number for all purchases.
3. Submit Financial and Progress Reports weekly to Tribal Council.
4. Verify inventory, check tally sheets.
5. Attend meetings pertinent to Campground operations.
6. Schedule staff and maintain staff personnel records and time sheets.
7. Work for the continuous improvement of Campground facilities, services and customer amenities.
8. Work to ensure the safety and comfort of all Campground customers.
9. Log all staff meetings weekly.
10. Responsible for all vehicles and equipment, maintain log sheets, etc.

11. Report any unattended campfires, report any suspicious activity.

Applications are available and should be submitted at the:

**La Jolla Tribal Office
22000 Highway 76
Pauma Valley, CA. 92061**

Or by mail to: personnel@lajolla-nsn.gov

Indian Preference Policy: In accordance with the Indian Preference Act of 1934 (25 USC 472), preference in filling this vacancy will be given to qualified Indian candidates who present proof of eligibility for Indian Preference. Verification on BIA Form 5-4432 or from Tribal ID card must be provided with the application. For purpose of this policy Indian/native American is defined as an enrolled member of a federally recognized tribe.

Notice of Drug Free Workplace Requirements: The La Jolla Band of Luiseño Indians is committed to maintaining a drug free working environment and to comply with the Drug-Free Workplace Act of 1998, 45CFR, part 76, subpart F. The interested candidate must be able to pass a drug-screening test and maintain a drug free and professional working environment.