



Vacancy Announcement

- Title:** Administrative Support Assistant
- Reports To:** Fire Management Officer, or designee
- Location:** Department of Natural Resources, Orleans, California
- Supervisory Responsibilities:** This is not a supervisory position.
- Salary:** \$20.72 - \$25.25 depending on education and experience
- Classification:** Regular, Full Time, Non-Exempt
- Summary:** Under the direct supervision of the Fire Management Officer, this position will assist in all technical, public, and environmental forums, as needed. Shall develop, administer, and assist in the management of the Integrated Wildland Fire Management deliverables and funds.

Application Deadline: Open Until Filled at 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us

The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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Supervisory Responsibilities: This is not a supervisory position.

Salary: \$20.72 - \$25.25 depending on education and experience

Classification: Regular, Full Time, Non-Exempt

Summary: Under the direct supervision of the Fire Management Officer, this position will assist in all technical, public, and environmental forums, as needed. Shall develop, administer, and assist in the management of the Integrated Wildland Fire Management deliverables and funds.

Responsibilities:

1. Shall assist in any Fire related grant, agreement, contract and compliance requests as needed.
2. Assist Fire Staff and Fire program coordinators in public relations functions for matters relating to Fire program activities.
3. Coordinate with funding agencies to confirm project timelines and deliverables are met.
4. Assist in coordinating funding source programmatic addendums, modifications, and extensions.
5. Assist in proposal submission; including budget preparation, application forms, and due dates.
6. Shall oversee Fire times, Budgets, tracking and BIA invoicing.
7. Shall accrue Red card qualifications as FFT2 and pursue a FSC3 Qualification within 3 years.
8. Shall track all training needs, and maintain database and hard copy files.
9. Maintain IQCS to assure accuracy in Red card qualifications.
10. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy. S-130/S-190/L-180/ I-100 /ICS-400/IS-700/S-260/S-261.
11. Must pass work capacity test (WCT) annually.
12. Must adhere to the policies and procedures of the Karuk Tribe.
13. Shall be available for local and out of the area travel as required for job related duties and training.
14. Shall attend all required meetings and functions as requested.

15. Be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or education:
 - a. Bachelor's degree in Vocational Training, Native American Studies, Business Administration, Natural Resources or related field, and one (1) year experience; or
 - b. An equivalent combination of education and related experience will be considered.
2. Must have experience and demonstrated ability in the development and oversight of Tribal grants, contracts and environmental agreements.
3. Must have experience in initiating and following through on complex financial management tasks.
4. Must have excellent mathematical skills and communication skills both written and oral.
5. Must have excellent management and multi-tasking skills.
6. Must have experience in computer data, word processing, and spreadsheet application programs as professional tools.
7. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: January 8, 2020

Revised: October 22, 2020

Chairman's Signature: _____

Employee's Signature: _____