



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

*OPEN*

**Opening Date: 11/16/2023 Closing Date: 12/07/2023**

**Position Title:** Office of Emergency Management Assistant

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**Department:** Emergency Management

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**Work Schedule:** Monday-Friday 8:00AM- 5:00PM

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**Wage Rate:** Pay Range 31: \$16.78-\$21.48/HR/ Bi-weekly/Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- If claiming Tribal **Preference please provide proof of Tribal Identification**
- If Claiming Veteran's **Preference please attach DD214**

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

### Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: [Teresa.Ceballos@tulerivertribe-nsn.gov](mailto:Teresa.Ceballos@tulerivertribe-nsn.gov)

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION:** Office of Emergency Management Assistant    **WORKSITE:** Tule River Indian Reservation  
340 N. Reservation Rd.  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

Under direction of the Director of Emergency Management, the Office of Emergency Management Assistant provides basic administrative assistance to the Emergency Management Director of the Tribe. To assist in planning, implementing, and maintaining the Tribes Emergency Management programs; assisting with plans, reviewing, and updating as needed, and coordinating training, exercises, public health events. This is an entry-level assistant level position with an emphasis on providing a potential career path and education and development in emergency management practice.

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### DUTIES & RESPONSIBILITIES:

1. Organize and prioritize, meet deadlines, exercise judgment, and adapt instructions/directions from one assignment to another. Possesses the ability to multi-task.
2. Ability to read, record, and analyze pertinent data from public health organizations that may cross departments and/or service agencies.
3. Establishes and maintains complete files and records related to assigned functions; and researches and retrieves data from a variety of sources.
4. Prepares EOC supply orders request from contact tracing team and makes deliveries as requested.
5. Disseminate external communications, such as flyers and posters to the public.
6. Work closely in collaboration with all tribal programs.
7. Participates in zoom meetings as needed.
8. Gain a basic understanding of emergency management activities, operations, and support with other levels of government including tribal, federal, state, local, and other private and nonprofit partners in emergency management.
9. Participates in the operation of management systems; identifies, develops, and helps implement new applications as needed.
10. Observe, record, and report all complaints, issues, or concerns reported by Tribal entities, community members and isolated/quarantined individuals.
11. Communicate with the Tule River Public Health Authority Executive Secretary, Field Representatives, Contact Tracing Team, PHA Committee, Tule River Tribal Council EOC Staff,

Tribal Administrator Assistant, and Tule River Tribal Council, to ensure compliance with all regulations, protocols, and procedures.

12. Performs other duties as assigned.
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### **KNOWLEDGE, SKILLS, and ABILITIES:**

1. National Emergency Management System (NIMS), California Standardized Emergency Management System (SEMS), and Incident Command System (ICS).
  2. Solid knowledge of various software programs such as Microsoft Office applications, Outlook, Publisher, Adobe, MS Excel spreadsheets.
  3. Ability to establish and maintain an effective working relationship with management, staff, and the public.
  4. Ability to establish and maintain effective working relationships with fellow employees, local, state, federal agencies.
  5. Communicate effectively both orally and in writing.
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### **QUALIFICATIONS/REQUIREMENTS:**

1. Must possess high school diploma or GED.
  2. Valid Class C California Driver's License and must be insurable by vehicle insurance provider.
  3. At least two years of administrative experience and coordination of emergency services or volunteer programs.
  4. Must be able to lift a minimum of 50 lbs.
  5. Must establish residency which reasonably permits employee to report, within 30 minutes to the Tule River Indian Reservation.
  6. Must be professional, polite, and respectful towards all guests.
  7. Must be able to handle extended hours when necessary.
  8. Preferred Courses: IS – Independent Study courses and related ICS courses including ICS: 100, 200, 700, 800, and 650.
  9. Must successfully complete a pre-employment drug/alcohol screen and background check.
  10. Must possess a Valid California Driver's License and be insurable through the Tribe.
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### **PHYSICAL DEMANDS :**

Position requires prolonged sitting, standing, walking, reaching, repetitive hand movement, twisting, turning, kneeling, bending, squatting, climbing, in the performance of daily activities. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: Director of Emergency Management

Supervises: None

Hours: Monday-Friday, Full-time, (may require working weekends, holidays, or extended hours based upon needs)

Salary Range: Pay Range: 31: \$16.78- \$21.48/Hr. Paid Bi-weekly/Overtime Eligible

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K).

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PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ORDINANCE, VETERANS PREFERENCE