

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

The Karuk Tribe is now accepting applications for the following position:

Title: Security and Emergency Services Officer
Reports To: Assistant Director/Operations Manager
Location: Happy Camp and Orleans
Salary: \$28,000 to \$38,000 per year, depending on experience
Classification: Full Time, Regular, Exempt

Summary: Supervises and coordinates the activities and personnel of the assigned areas to maintain security and safety of people and property. Implements various activities for the KTHA communities; activities will focus on drug, crime and safety awareness programs.

Application Deadline: 5 p.m. Monday, July 15, 2013

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resource Manager, Karuk Tribe, P.O. Box 1016, Happy Camp, California 96039.

- Telephone: (530) 493-1600, ext.: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: lcolegrove@karuk.us

The Karuk Tribe's (TERO), KTHA Residential Preference, and Drug & Alcohol Policy apply. If selected, applicants must successfully pass a drug screening test and a criminal background check.

Applicants must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

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POSITION DESCRIPTION

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Classification: Full Time, Regular, Exempt

Summary: Supervises and coordinates the activities and personnel of the assigned areas to maintain security and safety of people and property. Implements various activities for the KTHA communities; activities will focus on drug, crime and safety awareness programs.

Responsibilities:

1. Supervises and coordinates the activities of the Neighborhood Watch Program primarily in the KTHA communities of Happy Camp, and Orleans. Shall be available to assist with Yreka as needed.
2. Patrols each community on foot, bicycle and in marked security patrol vehicle for suspicious activity and safety/fire hazards.
3. Investigates and/or reports hazards and/or unusual or suspicious circumstances to law enforcement/emergency personnel for intervention/correction or follow-up actions.
4. Maintains regular contact with law enforcement/emergency agencies of jurisdiction.
5. Checks doors, windows and buildings to ensure they are closed and locked; documents any unsecured windows and/or buildings.
6. Responds to alarms and dispatch calls.
7. Works as needed to accomplish departmental responsibilities including working extended hours during the day, night, weekends and holidays.
8. Remains on-call via cell phone 24 hours per day, seven days per week.
9. Shall be available for local and out of the area travel as required for job related training.
10. Shall attend all required meetings and functions as requested.

11. Coordinates crime free community and youth events on a quarterly basis in Happy Camp and Orleans. Shall assist with Yreka activities as required.
12. Shall keep a daily log of activities to be submitted to the Assistant Director/Operations Manager.
13. Shall submit written reports to the Board of Commissioners on a monthly basis.
14. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
15. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Minimum Qualifications:

1. High school diploma or GED.
2. Experience in security, hospitality or customer service field preferred.
3. Computer proficiency/familiarity with word processing.
4. Demonstrated ability to write successful grant proposals.
5. Minimum two years management experience.
6. Experience in program development.
7. One to Three years experience directly related to the duties, responsibilities and abilities specified.
8. Knowledge of basic security and fire inspection procedures.
9. Skills in leading the work of others.
10. Possession of a valid California driver's license/liability insurance, no moving violations for past four years.
11. Ability to obtain an American Red Cross CPR certificate within 90 days of employment.
12. Ability to obtain an American Red Cross basic first aid certificate within 90 days of employment.
13. Must be at least 21 years of age.
14. Must pass a background check with no felony offenses or convictions.
15. Ability to ride a bicycle.
16. Ability to develop, plan and implement short and long-range goals.
17. Ability to analyze and solve problems.
18. Ability to communicate effectively, both orally and in writing.

19. Ability to make administrative/procedural decisions and judgments.
20. Ability to gather data, compile information and prepare reports.
21. Ability to foster a cooperative work environment.
22. Ability to plan and evaluate programs.
23. Ability to deploy/manage work schedules of personnel, providing training of employees, as needed, on security department procedures and review completed work for conformance to standards.
24. Ability to demonstrate emotional stability during periods of tension and stress.
25. Must adhere to confidentiality policy.
26. Must successfully pass a pre-employment drug and alcohol screening test.

Working Conditions:

1. While performing the duties of this job, the employee is regularly exposed to outside weather conditions.
2. Moderate physical activity, may require standing and or walking for more than four hours per day.
3. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions/procedures.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

Resident Preference: The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal preference.

Updated: July 1, 2013

Chairman's Signature: _____

Employee's Signature: _____