**JOB ANNOUNCEMENT**

**Post Date: 02/21/21**

**Personnel Director**

**Closing Date: 03/22/21**

* **Position:** Personnel Director
* **Wages:** $27,000 to $44,720.00 per year, D.O.E.
* **Reports To:** Tribal Administrator
* **Hours:** Full-time, Monday to Friday, Non-Exempt

**General Responsibilities:**

Under the direction of the Tribal Administrator, the Personnel Director will be responsible to assist with a wide variety of employee and labor relations activities. The Personnel Director shall be responsible for assuming that the employment and retention practices exercised by the Tribe are kept consistent with current and federal law. The Personnel Director shall supervisor the personnel selection committee directly to council. The Personnel Director shall be responsible for mediating any matters related to personnel hiring and retention practices, and for reporting such matters to the Tribal Administrator. The Personnel Director shall coordinate employee evaluations with program supervisors, shall maintain the Temporary pool employment file and shall be responsible for keeping all personnel records current and accurate, P/D will be responsible for seeing out and encouraging skilled, trained and experienced personnel to apply for positions withing the tribe.

**Minimum Qualifications include:**

Must have three years’ experience working with employment development and training, business management, tribal government or a combination of education and experience. Applicant will mediate and/or mitigate personnel and programmatic issues and have a working knowledge of employment laws and other compliance issues. Must maintain strong interpersonal, verbal/written communications skills, including proficiency in developing and delivering presentation. Applicant will need to maintain a high level of confidentiality with high discretion. The Personnel Director will need to have a valid Driver’s License, reliable vehicle, and proof of auto insurance. Applicant must pass a drug screening test and background check.

**To Apply Contact:**

Round Valley Indian Tribes, Personnel Department 77826 Covelo Road, Covelo CA 95248 For more information call 707.983.6126, Ext. 103 All applications must include a Resume. Full Job Description will be available for each position when requested