



SHERWOOD VALLEY BAND of POMO INDIANS

190 Sherwood Hill Dr., Willits, CA 95490
(707) 459-9690 Fax: (707) 459-0477

Post Date: 04/17/2025

All positions require: (1) Valid CA Driver License and must be insurable through SV provider, (2) provide moving vehicle record (MVR), (3) must pass drug test and (4) submit to a background investigation, (5) include a resume.

Tribal Administrator Salary: \$75,000 to \$90,000 DOE

Closing Date: Open until filled

- Bachelor Degree in Business Administration or related field or five years of federal/state program administration and five years of planning and budgeting.
- Principles of management, supervision, organizational development, and fiscal and administrative oversight of a Tribal program organization.
- Ensure program planning and management.
- Knowledge of grant writing and ensures compliance to funding agencies. (BIA, ICWA, BIA Roads, USDA, EPA, IHS).
- Define problems, collect data and establish fact.
- Ability to interpret an extensive variety of technical instructions in budgets, tribal law and policy and evaluative functions.
- Minimum (1) one year working with tribal government and all aspects of the position.
- Must possess a valid California Driver's License and insurable through our carrier.

Fiscal Officer Salaried: \$75,000 - \$90,000 DOE

Closing Date: Open until filled

- Responsible for the performance and reporting of all financial accounting, financial reporting, budgeting, analysis, and fiscal management activities in accordance w/GAAP.
- Responsible for preparing and completion of the annual audit.
- Accounting BS Degree.
- Familiar with Acufund accounting system.
- Familiar with ADP System.
- 638 experience preferred / fund accounting experience required.
- Regularly report to Tribal Council; meet w/department managers.
- Supervisory Skill, excellent communication and presentation skills.
- Trained in double-entry accounting procedures.
- Drug screening and background investigation required.

Human Resources Manager

Full Time (\$25.00 per hour)

Closing Date: Open until filled

- Manage the staffing process, including recruiting, interviewing, hiring, and onboarding.
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations.
- Investigate employee issues and conflicts and brings them to resolution.
- Ensure the Tribes compliance with local, state and federal regulations.
- Maintain organization charts and employee directory.
- Maintain Human Resources systems and processes.
- Manage performance and salary reviews.
- A bachelor's degree in human resources, labor relations, organizational development, business or related area; relevant work experience may be a substitute.
- Effective verbal and written communication skills.
- Demonstrated proficiency in the Microsoft Office Suite.
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations.

Fuels Reduction 3 positions available (Seasonal \$20.00)

Closing Date: Open until filled

- Valid California Driver License preferred and must be insurable through Sherwood Valley's auto insurance.
- Operate and maintain equipment (chainsaw, weed eater, etc.).
- Bend, lift, stoop, push and carry loads up to 45 pounds for long periods.
- Perform manual labor and work in extreme heat.
- Possible exposure to poison oak, bees, wasps and ants.
- Follow through and complete assigned task with little supervision.

Labor Pool (Temporary or Seasonal)

Closing Date: No closing date

- Full time and part time positions.
- Available for flexible shifts including weekends, after hours and on call.
- Labor Pool positions include: **"IHS Drivers", "Smoke Shop Sales Clerks", "USDA and SVTEP Laborers", "Seasonal Fire Safety Maintenance", "Learning Center Chaperones", "Education Department", and General Clerical workers.**

These positions are designed for specific durations to assist with departmental needs.

For more information or to request an application contact Carmen Ochoa at (707) 459-9690 or email: cochoa@sherwoodband.com. Applications can be found on our website www.sherwoodvalleybandofpomo under the forms tab.