

YUROK INDIAN HOUSING AUTHORITY

Office: 15540 N. Hwy. 101, Klamath, California Mailing Address: P.O. Box 98 Klamath, CA 95548
Tel. (707) 482-1506, Fax (707) 482-3117

Job Announcement

Job Title: Land & Development Clerk
Department: Land & Development Department
Reports To: Land & Development Director
Salary: \$10.63 to \$13.45 DOQ
Benefits: Health & Dental, Vacation/Sick, 401K
FLSA Status: Hourly, Full-Time, Permanent; Non-Exempt
Worksite: Klamath, CA
Posting Date: TBA
Deadline Date: OPEN UNTIL FILLED

SUMMARY:

This position is a documentation clerical position which will be responsible for all current activities for the Yurok Indian Housing Authority development projects including construction & rehabilitation of new and existing homes. This position coordinates maintenance projects and inventory, ensuring time-frames, specifications and funding requirements are achieved. Responsible for ensuring proper documentation, file management of records, plans, drawings, compilation of maps and data for use in development and construction. This position reports to the Development Director and must be able to work with minimal supervision. Will train the right candidate.

DUTIES:

1. Prepare documentation for project requirements or contract request for proposals.
2. Conduct periodic inventory of office supplies, equipment and other needs of the department.
3. Perform file management & catalogue system of records, plans, and drawings for easy identification and reference by other staff in the department.
4. Prepare written status report for the Development Director regarding progress of any design, construction, and rehabilitation, modification of schedules or plans and budgets.
5. Assures project is consistent with government regulatory requirements or tribal/ housing authority's building code or standard.
6. Assist in preparing construction/contract documents that includes specifications, Bid forms, and other related development documentations.
7. Assist in proper implementation of the TERO permit process with coordination from the Development Director.
8. Assign Job Work Order for the Facility Maintenance Activities.
9. Assist in design of maintenance facility inventory tracking. Responsible for inventory of maintenance facility.
10. Other duties as assigned by the Land & Development Director.

SUPERVISORY RESPONSIBILITIES:

Not applicable.

MINIMUM QUALIFICATION:

Education and / or experience in an applicable job-related field. High School or G.E.D. Post-secondary education a plus; or one year of progressively or continuous responsible experience in the housing industry, consulting firm, city/county/federal or tribal government entity or similar organization. Highly computer literate and experience and skills in Microsoft Office Software Program or related programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Will train the right candidate.

1. Ability to write reports and other documents as required by the job.
2. Ability to read basic construction plans, calculations, and specifications.
3. Assist in developing reports on all phases of planning, building, development and construction.
4. Basic skills: understanding of urban and land development, zoning, permits, regulations, and construction industry.
5. Knowledge of preparation of scopes of work and contractor requests for proposals.
6. Knowledge of construction trade practices such as carpentry, plumbing and electrical work.
7. Ability to work with mathematical concepts and apply concepts such as fractions and percentages.
8. Ability to inform clients regarding related information to the construction and maintenance of their rental homes.
9. Knowledge of Native American culture is desirable.
10. Ability to establish and maintain cooperative working relationship with employees and the general public.
11. Ability to inform clients regarding related information to the construction and maintenance of their rental homes.
12. Ability to work with minimal supervision and as team member to meet deadlines.
13. Computer skills: Microsoft Office Suite, proficient typist & knowledge in related database software applications.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The work requires extended travel into the service area of Indian Area of Humboldt & Del Norte Counties as designated by the Yurok Indian Housing Authority. Time spent in office is required for assisting staff and projects. Employee will also be exposed to all weather conditions in remote areas, heavy lifting and walking distances. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid California Drivers License; provide a clean DMV report with application. Proof of Liability insurance and regular access to reliable vehicle.

IN THE EVENT OF EQUALLY QUALIFIED APPLICANTS, INDIAN PREFERENCE WILL BE APPLIED. THE YUROK INDIAN HOUSING AUTHORITY IS A DRUG AND ALCOHOL-FREE WORKPLACE. DRUG SCREEING WITH A NEGATIVE RESULT IS REQUIRED BEFORE BEGINNING EMPLOYMENT.