



SHERWOOD VALLEY BAND of POMO INDIANS

190 Sherwood Hill Dr., Willits, CA 95490

(707) 459-9690 Fax: (707) 459-0477

Post Date: 7/05/2024

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.

Gaming Commissioner

Closing Date: Open until filled

Salary: starting \$45,000 (DOE)

- Must be available for flexible shifts including nights & weekends
- Ensure rules, regulations, policies and procedures of SVR Tribal Gaming commission comply with the Indian Gaming Regulatory Act (IGRA)
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Accept and review applications for licensure by SV Gaming Commission
- Assess, collect and account for any fees, penalties, or interest as provides for by the rules and regulations of the Tribe
- Ensures the TGA complies with any, and all reporting requirements in accordance with applicable tribal, state and federal laws and regulations
- Education and experience is determined by Sherwood Valley Tribal Council
- Exposed to cigarette fumes, airborne particles and excessive noise

Tribal Administrator

Closing Date: Open until filled

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

- 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, ATTG, ICWA, BIA Roads, USDA and IHS).
- Define problems, collect data and establish facts
- 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.

Enrollment Clerk – Part Time

Closing Date: Open until filled

Salary: \$20.00/hour

- Responsible for maintaining Tribal Enrollment information
- Knowledge of Sherwood Valley Membership
- Research lineal descent and blood quantum of each applicant applying for membership
- Strong computer skills
- Ability to follow instructions and work independently
- Ensures confidentiality

For more information, please contact Sherwood Valley Tribal Office:

707-459-9690 extension: 110 Monday – Friday: 8:00AM – 5:00PM

To request an application call the Tribal Office or email: emorinda@sherwoodband.com

OR visit our website: www.sherwoodvalleybandofpomo.com