



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: April 1, 2021

CLOSING DATE OF ANNOUNCEMENT: Until Filled
First Cut-Off Date 04 15 2021
Second Cut-Off Date 04 29 2021
Third Cut-OFF Date 05 13 2021
Final Cut-Off Date 05 27 2021

POSITION TITLE: Fitness Center Attendant

SUPERVISES: No

STARTING SALARY: \$14.00 to \$16.04 depending on experience

GRADE: 4

FLSA STATUS: Non-Exempt

NUMBER OF POSITIONS: 1

STATUS: Permanent

HOURS: On-Call

BENEFITS: Highly competitive package **See below*

SUBJECT TO P.L. 101-630: Yes - This position works with and around our children and youth and is therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

The Fitness Center Attendant will provide supervision for the Susanville Indian Rancheria (SIR) Fitness Center.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Supervise clients who are using the exercise equipment and facility.
- Open and close the facility for operations hours.
- Report broken equipment and safety hazards to supervisor.
- Ensure security and cleanliness of equipment and facility.
- Maintain progress record for clients.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

Good communication skills.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check **OR** pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Must be friendly and courteous to all participants.
7. Must be able to keep exercise equipment sanitized and clean between participants.
8. Must be available to work on short notice.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires minor physical exertion, such as short periods of standing, walking over rough uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

2. WORKING ENVIRONMENT: Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
Interact in an honest, trustworthy, and respectful manner with employees, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.

- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
 2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
 3rd Preference: All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver’s License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran’s Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to jrobles@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.