



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: Sleepy Hollow RV Park Manager

Salary: \$33,280 - \$39,520 Annually

Opening: Wednesday, July 21, 2021

Closing: Tuesday, August 3, 2021

BASIC FUNCTION:

Under the supervision and direction of the Tribal Administrator, this position is responsible for property space rental, maintenance, and security of the RV Park and Covid-19 Isolation Area.

DUTIES & RESPONSIBILITIES:

- Collect all rents, maintain an accurate book keeping system, account for all receipts, and make regular bank deposits.
- Will oversee maintenance, cleanliness and safety of rental spaces, restrooms, laundry facilities, recreation areas, landscaping, and infrastructure facilities.
- Will enforce all rules and regulations and take appropriate action with those who violate them.
- Will be responsible for filing reports in a timely manner which includes weekly close-out sheets, deposit slips, petty cash summaries and occupancy report.
- Will maintain the Park Office in an efficient operating order.
- Will supervise employees and establish work schedules for employees to insure all facilities are well maintained and operating properly.
- Will promote public relations with tenants and potential tenants and will handle complaints in a timely manner.
- Be on-call at any time business dictates.

QUALIFICATIONS:

- High school diploma or GED.
- Must have valid driver's license.
- Must be computer literate and possess basic math skills.
- Must be able to supervise a variety of staff members in a constructive and professional manner.

- Must be capable of developing an operating budget and maintain operations of the Park within that established budget.
- Must be able to communicate effectively both orally and in writing.
- Ability to manage the performance of routine maintenance of electrical, water and plumbing repairs, grounds keeping and landscaping procedures, and other maintenance functions throughout the Park.
- Must be capable of working with minimal supervision.
- Must be able to reside on-site during employment.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

**Quechan Indian Tribe
Human Resource Department
350 Picacho Road
Winterhaven, CA 92283
Telephone: (760) 919-3600 Ext. 280
Fax: (760) 919-3661**

**Mailing Address:
P. O. Box 1899
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.