

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - March 02, 2015

| <u>HR 210</u> | <u>Department/Program/Division</u> | <u>Job Title</u> | <u>Note</u> | <u>Opening Date</u> | <u>FY 2015 Salary</u> |
|--|---|--|-------------|-------------------------|-----------------------|
| Executive | | | | | |
| 4196 | Gaming | Gaming License Technician | CR, | 2/23/2015 | \$ 19.58 |
| General Support Services | | | | | |
| 4036 | Department of Information and Technology | PC Technician | CL | 10/20/2014 | \$ 19.10 |
| Justice Programs | | | | | |
| 4180 | Office of Prosecutor | Senior Supervising Prosecutor | | 1/26/2015 | \$ 50,865.00 |
| 4118 | Office of Attorney General | Legal Assistant | CR, CL | 12/8/2014 | \$ 42,791.00 |
| Department of Health and Human Services | | | | | |
| 4169 | Community Health Services | Public Health Preparedness Coordinator | | 1/20/2015 | \$ 29.07 |
| Department of Education | | | | | |
| 4138 | Recreation - Site: Hickiwan | Recreation Aide | | 1/20/2015 | \$ 11.10 |
| 4141 | Early Childhood/Head Start Site: Vaya Chin | Cook | | 1/12/2015 | \$ 11.66 |
| 4077 | Early Childhood/Head Start Site: Santa Rosa | Cook | | 1/20/2015 | \$ 11.66 |
| 4134 | Early Childhood/Head Start Site: San Xavier | Cook Aide | | 1/12/2015 | \$ 9.11 |
| 4142 | Early Childhood/Head Start Site: Sells | Teacher | | 2/9/2015 | \$ 19.10 |
| 4146 | Early Childhood/Head Start Site: San Xavier | Teacher | | 1/20/2015 | \$ 19.10 |
| 4198 | Education/SIE Grant | Program Manager | NEW | 3/2/2015 | \$ 61,974.00 |
| Department of Public Safety | | | | | |
| 4002 | Environmental Protection Office | Environmental Protection Manager | | 11/24/2014 | \$ 73,667.00 |

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S**. If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

| <u>DEPARTMENT</u> | <u>POSITION (S)</u> | <u>CLOSING DATE</u> |
|-------------------|------------------------------------|---------------------|
| Police Department | Police Officer | Open Continuous |
| Police Department | Ranger | Open Continuous |
| Police Department | Public Safety Dispatcher (CL) (CR) | Open Continuous |
| Police Department | Corrections Officer (CL) (CR) | Open Continuous |

OTHER EMPLOYER'S RECRUITMENT

Sells District – Tohono O'odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.

Intermountain Centers for Human Development

Position: Behavioral Health Case Manager

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4198

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **PROGRAM MANAGER**
SALARY: **\$61,974.00, PLUS BENEFITS**

OPENING DATE: **March 2, 2015**

CLOSING DATE: **March 13, 2015**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: **Exempt**

DEPARTMENT: Education/SIE Grant

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, accomplishes the program's objectives by managing the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program.

SCOPE OF WORK: The primary goal is to revise and update the 1982 Comprehensive Education Plan with a focused study on Bureau of Indian Education funded schools in the area of school reform, and to develop a plan that will support the development of a plan to improve education outcomes for students and improve the efficiency and effectiveness in BIE funded schools.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business or Public Administration and three year's management experience in program and/or grant administration, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the last three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"