

**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](http://www.tonation-nsn.gov)



## Job Summary - March 23, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
<b>General Support Services</b>					
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
<b>Justice Programs</b>					
4108	Office of Prosecutor	Attorney Prosecutor		3/16/2015	\$ 70,118.00
<b>Department of Education</b>					
4138	Recreation - Site: Hickiwan	Recreation Aide		1/20/2015	\$ 11.10
4200	Recreation - Site: Hickiwan	Principle Lifeguard (Occasional)	New	3/23/2015	\$ 12.87
4201	Recreation - Site: Sells	Principle Lifeguard (Occasional)	New	3/23/2015	\$ 12.87
4202	Recreation - San Xavier	Principle Lifeguard (Occasional)	New	3/23/2015	\$ 12.87
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)	New	3/23/2015	\$ 12.87
4204	Recreation - Al-Jek	Principle Lifeguard (Occasional)	New	3/23/2015	\$ 12.87
4205	Recreation - Sells	Water Safety Specialist (Occasional)	New	3/23/2015	\$ 11.66
4206	Recreation - San Xavier	Water Safety Specialist (Occasional)	New	3/23/2015	\$ 11.66
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)	New	3/23/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)	New	3/23/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)	New	3/23/2015	\$ 11.66
4141	Early Childhood/Head Start Site: Vaya Chin	Cook		1/12/2015	\$ 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		3/2/2015	\$ 61,974.00
4199	Education/Scholarship	Education Assistance Specialist		3/9/2015	\$ 15.68
4217	Education/Library	Librarian	New	3/23/2015	\$ 46,081.00
<b>Department of Planning and Economic Development</b>					
4156	Realty Office	Realty Specialist		3/16/2015	\$ 20.57

**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**

## 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](mailto:agonzales@ichd.net) or [Recruiting.com](http://Recruiting.com) CRM.



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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4200  
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**JOB ANNOUNCEMENT**

**JOB TITLE: PRINCIPLE LIFEGUARD (Occasional)**  
**SALARY: \$12.87 PER HOUR, NO BENEFITS**

**OPENING DATE: March 23, 2015**

**CLOSING DATE: Open Until Filled**

*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: Occasional (800 hours)**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Education/Recreation**

**JOB LOCATION: Hickiwan, Sells, San Xavier,  
Pisinemo, Al-Jek, Arizona**

**POSITION SUMMARY:** Under general supervision, performs water safety services for swimming pool patrons, teaches swimming classes, and performs pool maintenance and other facility maintenance activities in adjoining areas.

**MINIMUM QUALIFICATIONS:**

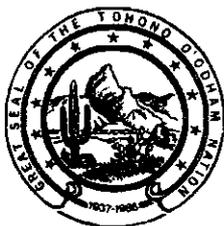
- High School Diploma or General Education Diploma and two years work experience as a lifeguard and swimming instructor in a public pool environment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must complete an approved lifeguard training program that includes CPR and AED (Cardio Pulmonary Resuscitation and Automated External Defibrillation) certifications for the professional rescuer within six months of hire.
- Must complete an approved water safety instructor program within six months of hire.
- Upon recommendation for hire a criminal background and fingerprint 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 past 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.

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

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



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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4205  
4206  
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4209

**JOB ANNOUNCEMENT**

**JOB TITLE: WATER SAFETY SPECIALIST (Occasional)**  
**SALARY: \$11.66 PER HOUR, NO BENEFITS**

**OPENING DATE: March 23, 2015**

**CLOSING DATE: Open Until Filled**

*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: Occasional (800 hours)**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Education/Recreation**

**JOB LOCATION: Sells, San Xavier,  
Pisinemo, Hickiwan,  
Al Jek, Arizona**

**POSITION SUMMARY:** Under close supervision performs water safety services for swimming pool patrons and performs pool maintenance and other facility maintenance activities in adjoining areas.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and one year work experience as a lifeguard in a public pool environment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.

—AND—

- Must complete an approved lifeguard training program that includes CPR and AED (Cardio Pulmonary Resuscitation and Automated External Defibrillation) certifications for the professional rescuer within six months of hire.
- Upon recommendation for hire a criminal background and fingerprint 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 past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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**JOB ANNOUNCEMENT**

**JOB TITLE: LIBRARIAN**  
**SALARY: \$46,081.00, PLUS BENEFITS**

**OPENING DATE: March 23, 2015**

**CLOSING DATE: Open Until Filled**

*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: Dept. of Education/Administration**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under limited supervision, promotes knowledge and education to the Tohono O'odham Nation by accomplishing the Library's strategic objectives by planning, organizing and supervising all functions required to operate and maintain departmental activities and services.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Library Science or related field and two years' work experience in library administration or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—AND—

- Upon recommendation for hire a criminal background and fingerprint 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 past 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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