

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540, 361-3766, 362-3766 ~ Tucson 623-5783 ~ Fax: (520) 383-4676

Website: www.tonation-nsn.gov



PLEASE POST

APPLY NOW!

JOB ANNOUNCEMENT SUMMARY – March 29, 2010

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9196	Executive	Administrative Secretary	Open Until Filled	\$12.51 hour
9230	Gaming	Inspector Project Assistant	Open Until Filled	\$39,406.91
9270	Miss Tohono O'odham Nation Committee	Administrative Assistant	Open Until Filled	\$14.15 hour
9184	Prosecutor	Administrative Manager	Open Until Filled	\$40,792.38
General Support Services				
9203	DoIT	Lead Technician	Open Until Filled	\$18.56 hour
9243	DoIT	Network Administrator	Open Until Filled	\$37,671.46- \$49,147.45
9021	DoIT	Network Technician	Open Until Filled	\$19.99 hour
9022	DoIT	Purchasing Agent	Open Until Filled	\$37,982.57
9254	Grants and Contracts—NEW	Senior Contract Specialist	Open Until Filled	\$ 49,147.45
9221	Human Resources	Human Resources Specialist	Open Until Filled	\$17.24 hour
Membership Services				
9199	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hour
Department of Human Services				
9283	Adult Protective	Adult Protective Administrator	Open Until Filled	\$63,594.25
9284	Adult Protective	Adult Protective Clinical Manager	Open Until Filled	\$63,594.25
9195	Adult Protective	Cook (Occasional)	Open Until Filled	\$10.52 hour
9192/9193	Adult Protective	Group Home Worker (Occasional) (2)	Open Until Filled	\$10.78 hour
9003/9004	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
9005	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
9259	Child Welfare	Family Preservation Specialist	Open Until Filled	\$32,781.73
9217	Child Welfare	Group Home Worker	Open Until Filled	\$10.78 hour
9008/9129 9140/9141	Community Health	Community Health Representative (4)	Open Until Filled	\$13.47 hour
9257	Community Health	Community Health Services Manager	Open Until Filled	\$54,886.48

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9128/9139	Community Health	Community Health Specialist/LPN (2)	Open Until Filled	\$13.80 hour
9007	Community Health	Family Resources Coordinator	Open Until Filled	\$45,658.83
9142	Community Health	Home Health Aide	Open Until Filled	\$9.77 hour
9130/9132	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
9095	Health Transportation—Site: San Simon	Health Transportation Driver	Open Until Filled	\$11.90 hour
9098—9102	Health Transportation—Site: Santa Rosa	Health Transportation Driver (5)	Open Until Filled	\$11.90 hour
9280/9281	HOPP	Gym Attendant (Sells) (2)	Open Until Filled	\$11.61 hour
9258	Management of Health	Domestic Violence Project Manager	Open Until Filled	\$50,990.48
9061	Special Needs	Administrative Assistant	Open Until Filled	\$14.15 hour

Department of Education

9262	Head Start	Disabilities Specialist	Open Until Filled	\$16.01 hour
9264	Head Start	Family & Community Specialist	Open Until Filled	\$14.15 hour
9261	Head Start	Receptionist	Open Until Filled	\$10.01 hour
9271	One Stop	Job Placement Supervisor	Open Until Filled	\$36,609.70
9171	One Stop	Program Specialist	Open Until Filled	\$13.47 hour
9054	Recreation—Site: Al Jek	Facility Management Technician I	Open Until Filled	\$10.26 hour
9049		Principal Lifeguard	Open Until Filled	\$11.05 hour
9045		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9108	Recreation—Site: Hickiwan	Building and Grounds Worker	Open Until Filled	\$9.53 hour
9053		Facility Management Technician I	Open Until Filled	\$10.26 hour
9050		Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9042		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9039		Recreation Aide	Open Until Filled	\$8.85 hour
9051	Recreation—Site: San Xavier	Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9052	Recreation—Site: Sells	Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9046/9048		Lifeguard/Youth Outreach Support (2)	Open Until Filled	\$10.52 hour

Natural Resources

9260	Solid Waste	Accounting Technician	Open Until Filled	\$12.51 hour
9277	Well Maintenance	Secretary	Open Until Filled	\$9.77-11.33 hr

Planning/Economic Development

9240	Planning/Administration	Building Inspector	Open Until Filled	\$19.50 hour
9209	Planning/Realty	Land Acquisition Specialist	Open Until Filled	\$52,902.63

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Department of Public Safety				
9177	Environmental Protection	Environmental Technician	Open Until Filled	\$19.50 hour
9163	Law Enforcement	Automotive Service Worker	Open Until Filled	\$11.05 hour
9282	Office of Emergency Management	Information/Intelligence Program Coordinator	Open Until Filled	\$56,944.72
9250	Office of Emergency Management	Training & Exercise Coordinator	Open Until Filled	\$52,902.63

ATTENTION ALL APPLICANTS!!!

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/Switchboard Operator. **TESTING:** Appointments are necessary. Please call 383-6540 to schedule an appointment.

FOR CLERICAL TESTING

Clerical testing is reserved for **Tuesdays, Wednesdays, and Thursdays 9:00a—2:00p.** If applying for any clerical positions please contact Human Resources @ (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 any other necessary documentation pertinent to the position being filled i.e. resume, transcript of college courses, letters of reference, etc. to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE, P.O. BOX 837, SELLS, AZ 85634 or call (520) 383-6540 for applications or information. 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 or tribes, (3) other candidates. Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE

OTHER EMPLOYER'S RECRUITMENT

TOHONO O'ODHAM LEGISLATIVE BRANCH

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Transcriber	Open Until Filled	\$27,195.00

Applications available at Legislative Administration Office, Sells, Arizona. For additional information contact Legislative Administration Office at (520) 383-2470.

UNITED STATES CENSUS 2010

<u>Position</u>	<u>Salary</u>
Part-Time, Full-Time, Office and Field Positions	Competitive Wages

For more information contact **Darra Lorentine** at (520) 216-8122 or 1-866-861-2010. Website: www.census.gov.

INTERMOUNTAIN CENTER FOR HUMAN DEVELOPMENT

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
In-Home Counselor	Open Until Filled	F/T, On-Call, DOE

For additional information contact Jan Smith, Intermountain Human Resources at (520) 721-1887 extension 5208 or 5207. Website: www.ichd.net



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: **SENIOR CONTRACT SPECIALIST**

SALARY: **\$49,147.45, PLUS BENEFITS**

OPENING DATE: **March 29, 2010**

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: **GSS/Grants and Contracts**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Negotiates, administers, reviews, extends and terminates grants and contracts in accordance with applicable government laws and regulations, and the policies and procedures of the Tohono O'odham Nation. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Business, Public Administration or related field
2. Plus three (3) years experience in administering governmental contracts

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- One year experience negotiating and administering contracts with a tribal government is preferred
- Bilingual O'odham/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check
- Must be willing to sign a confidentiality statement upon hire

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) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

Please keep copies for your own reference.

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