

**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 - April 28, 2014

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
<b>General Support Services</b>					
3747	Grants and Contracts	Accounting Manager		3/24/2014	\$ 63,523.00
3751	Human Resources	Benefits Specialist		4/14/2014	\$ 18.18
<b>Membership Services</b>					
3709	Enrollment	Enrollment Specialist		4/14/2014	\$ 11.66
<b>Department of Health and Human Services</b>					
3581	Child Welfare	Program Coordinator		12/13/2013	\$ 20.07
3695	Community Health	Nutrition Specialist	CL	1/21/2014	\$ 18.64
3654	Family Assistance	Program Manager, Senior		12/2/2013	\$ 71,871.00
3759	Healthy O'odham Promotion Program	Health Education Specialist	CL	4/21/2014	\$ 19.59
3760	Healthy O'odham Promotion Program	Health Education Specialist	CL	4/21/2014	\$ 19.59
3628	Management of Health	Program Coordinator		11/12/2013	\$ 20.07
<b>Department of Education</b>					
3764	Recreation - Site: Al Jek	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3769	Recreation - Site: Al Jek	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3525	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/21/2014	\$ 21.09
3768	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3527	Recreation - Site: Manager's Dam	Recreation Specialist		1/21/2014	\$ 12.87
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3763	Recreation - Site: Pisinemo	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3767	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	\$ 19.10
3762	Recreation - Site: San Xavier	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3766	Recreation - Site: San Xavier	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3574	Early Childhood - Site: Sells	Teacher Aide/Driver		4/14/2014	\$ 14.92
3742	Early Childhood - Site: Sells	Cook		3/24/2014	\$ 11.66
3744	Early Childhood - Site: Sells	Teacher		3/24/2014	\$ 19.10
3745	Early Childhood - Site: Sells	Maintenance Technician		3/24/2014	\$ 12.25
3717	Recreation - Site: Sells	Recreation Program Coordinator		2/10/2014	\$ 21.09
3761	Recreation - Site: Sells	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3765	Recreation - Site: Sells	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3743	Early Childhood - Site: Vaya Chin	Cook		3/24/2014	\$ 11.66
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
<b>Department of Natural Resources</b>					
3723	Administration	Mineral Resources Administrator		3/3/2014	\$ 85,432.00
3724	Well Maintenance	Well Maintenance Supervisor		3/31/2014	\$ 53,440.00
3604	Well Maintenance	Well Maintenance Technician		4/7/2014	\$ 15.68
3729	Wildlife and Vegetation Management	Biological Field Technician (Occasional)		3/17/2014	\$ 10.56
3730	Wildlife and Vegetation Management	Biological Field Technician (Occasional)		3/17/2014	\$ 10.56
<b>Department of Water Resources</b>					
3708	Water Resources	Chief Hydrologist	CL	1/21/2014	\$ 70,118.00
3735	Water Resources	Hydrology Technician	CL	3/17/2014	\$ 22.71
<b>Department of Planning &amp; Economic Development</b>					
3624	Administration	Grant Writer Supervisor		4/7/2014	\$ 58,988.00
<b>Department of Public Safety</b>					
3665	Law Enforcement	Police Chief		12/9/2013	\$ 112,094.00

**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.**

**FOR CLERICAL TESTING**

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please 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.