

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



PLEASE POST

Job Summary - February 1, 2016

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
Executive					
4535	Gaming - Site: Tucson	Financial Analyst		12/7/2015	\$ 79,332.00
4679	Veteran Affairs	Program Coordinator		12/7/2015	\$ 41,747.00
General Support Services					
4686	Department of Information & Technology	PC Technician	CL	11/16/2015	\$ 19.10
4687	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00
Department of Health and Human Services					
4513	Senior Services	Program Manager, Senior		1/11/2016	\$ 71,871.00
4636	Senior Services	Resource/Activities Coordinator		1/25/2016	\$ 16.88
4672	Community Health	Community Health Representative		1/11/2016	\$ 14.20
4728	Community Health	Registered Nurse		1/25/2016	\$ 85,432.00
4685	Healthy O'odham Promotion Program	Registered Dietician		1/19/2016	\$ 87,567.00
4704	Healthy O'odham Promotion Program	Health Education Specialist	CL	1/25/2016	\$ 19.58
4730	Home Health Program	Certified Nurses Assistant		12/21/2015	\$ 16.47
4739	Senior Services	Program Coordinator		1/19/2016	\$ 20.07
4748	Child Welfare	Receptionist		1/19/2016	\$ 10.83
Department of Education					
4737	Early Childhood - Site: San Lucy	Teacher		1/4/2016	\$ 19.10
4735	Early Childhood - Site: San Lucy	Teacher Aide		1/4/2016	\$ 11.66
4669	Early Childhood - Site: Pisinemo	Teacher Aide		1/19/2016	\$ 11.66
4736	Early Childhood - Site: San Lucy	Cook		1/4/2016	\$ 11.66
4666	Early Childhood - Site: Vaya Chin	Cook	Re-Advertised	2/1/2016	\$ 11.66
4662	Early Childhood - Site: Vaya Chin	Bus Driver/Custodian		11/2/2015	\$ 14.92
4663	Early Childhood - Site: Pisinemo	Bus Driver/Custodian		11/2/2015	\$ 14.92
4658	Recreation - Site: Hickiwan	Office Specialist	CL, CR Re-Advertised	2/1/2016	\$ 12.87
4570	Recreation - Site: Hickiwan	Principal Lifeguard (Occasional)	CL, NEW	2/1/2016	\$ 12.87
4571	Recreation - Site: Sells	Principal Lifeguard (Occasional)	CL, NEW	2/1/2016	\$ 12.87
4573	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)	CL, NEW	2/1/2016	\$ 12.87
4574	Recreation - Site: Al Jek	Principal Lifeguard (Occasional)	CL, NEW	2/1/2016	\$ 12.87
4577	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)	CL, NEW	2/1/2016	\$ 11.66
4578	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)	CL, NEW	2/1/2016	\$ 11.66
4579	Recreation - Site: Al Jek	Water Safety Specialist (Occasional)	CL, NEW	2/1/2016	\$ 11.66
4766	Recreation - Site: Sells	Custodial/Grounds Worker	NEW	2/1/2016	\$ 11.10
4734	Recreation - Site: Sells	Recreation Program Coordinator	NEW	2/1/2016	\$ 21.09
4716	Vocational Rehabilitation	Administrative Assistant	CR, NEW	2/1/2016	\$ 14.93
Department of Natural Resources					
4560	Range Conservation	Heavy Equipment Mechanic	CL	8/31/2015	\$ 20.08
Department of Planning and Economic Development					
4759	Administration	Planning Supervisor	NEW	2/1/2016	\$ 57,549.00
4768	Real Property Management	Accounting Specialist	NEW	2/1/2016	\$ 17.74
Department of Public Safety					
4618	Office of Emergency Management	Risk Reduction/Hazard Mitigation Specialist	NEW	2/1/2016	\$ 24.45
4529	Law Enforcement	Financial Crimes Investigator		11/30/2015	\$ 28.36

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PLEASE POST

DESERT DIAMOND WEST VALLEY RESORT LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona police officers or from candidates who possess an active Arizona POST certification.

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
Department of Public Safety					
4610	Law Enforcement - Site: West Valley	Police Officer (7 Vacancies)	<i>Lateral</i>	6/22/2015	\$ 24.45
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator		11/30/2015	\$ 28.36
General Support Services					
4688	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00

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 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.

Clerical test results must be submitted with your application packet, to be considered "complete".

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: (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, and clerical results, if required, 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 (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous
Fire Department	Firefighter (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Positions - Site: Sells

Counselor II/Therapist

Recovery Coach

Houseparent Couple (Tucson)

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

Pima County Recorders' Office

7010 - Clerk Senior Unclassified

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at: <http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883> or contact Kim Challender at (520) 724-4357.

Community Development Financial Institution of the Tohono O'odham Nation

P O Box 3130

Sells AZ 85634

(520) 383-0790

Job Title: VITA/Training Development Coordinator

Closing Date: Open Until Filled

Pay: \$40,000.00/DOE

Job Title: HUD Section 184 Loan Officer

Closing Date: Open Until Filled

Pay: Starting Salary \$40,000.00/DOE

Job Title: Loan Clerk

Closing Date: Open Until Filled

Pay: DOE

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

Sells District

P O Box 910

Sells AZ 85634

(520) 383-2281

Job Title: District Treasurer

Closing Date: Open Until Filled

Candidates must submit a letter of interest along with an updated Resume to the Sells District Council. The letter and Resume must be delivered to the Sells District Office located at AZ Highway 86, Milepost 112 in Sells, AZ 85634. For more information call Sells District.

Chukot Kuk District
P O Box 278
Sells AZ 85634
Phone (520) 383-2080 Fax: (520) 383-5788
E-Mail: ckoffice@chukot-kuk.org

Job Title: Financial Analyst
Open Until Filled/For Immediate Hire

Job Title: Youth Coordinator/Monitor
Open Until Filled/For Immediate Hire



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: COOK
SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: February 1, 2016

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
(This position is budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Early Childhood

JOB LOCATION: Vaya Chin, AZ

POSITION SUMMARY: Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months food service industry work experience; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's card must be obtained within the three (3) months of 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- 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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

Re-Advertised

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.10 - \$12.87* PER HOUR, PLUS BENEFITS

OPENING DATE: February 1, 2016

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. *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Recreation

JOB LOCATION: Hickiwan, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: To provide secretarial assistance to the Program Manager, office manager, and administrative assistants while exercising superior customer service for internal and external customers.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- 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.
- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

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



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JOB ANNOUNCEMENT

JOB TITLE: PRINCIPAL LIFEGUARD
SALARY: \$9.11 - \$12.87* PER HOUR, NO BENEFITS

OPENING DATE: February 1, 2016

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. *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Principal Lifeguard level is met.*

STATUS: Occasional (800 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Recreation

**JOB LOCATION: Hickiwan, Sells,
Pisinemo and Al
Jek, AZ**

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.
- 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- 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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JOB ANNOUNCEMENT

JOB TITLE: WATER SAFETY SPECIALIST
SALARY: \$9.11 - \$11.66* PER HOUR, NO BENEFITS

OPENING DATE: February 1, 2016

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. *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Water Safety Specialist level is met.*

STATUS: Occasional (800 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Recreation

**JOB LOCATION: Pisinemo, Hickiwan
and Al Jek, AZ**

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.
- 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- 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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JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER

SALARY: \$11.10 PER HOUR, PLUS BENEFITS

OPENING DATE: February 1, 2016

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: Non-Exempt

DEPARTMENT: Dept. of Education/Recreation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in custodial services.

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

JOB ANNOUNCEMENT

JOB TITLE: RECREATION PROGRAM COORDINATOR

SALARY: \$21.09 PER HOUR, PLUS BENEFITS

OPENING DATE: February 1, 2016

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: Non-Exempt

DEPARTMENT: Dept. of Education/Recreation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, accomplishes the program objectives by planning, organizing, and supervising all functions required to operate and maintain recreation center facilities, activities, and services. Ensures that viable recreation program services are provided effectively and efficiently to meet the needs of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Recreation Management, Sports Science or related field and four years work experience coordinating recreational programs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.
- One year supervisory experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- 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 citations 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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JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$14.93 PER HOUR, PLUS BENEFITS

OPENING DATE: February 1, 2016

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. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Vocational Rehabilitation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: To provide culturally appropriate vocational rehabilitation services to the Tohono O'odham tribal members living on or near the Tohono O'odham Nation and or other federally recognized tribal members living on or near the Nation who meet the eligibility criteria for services.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—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 citations 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.
- Must type 40 Words Per Minute and demonstrate 60% proficiency in grammar, spelling and math.

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JOB ANNOUNCEMENT

JOB TITLE: PLANNING SUPERVISOR

SALARY: \$57,549.00, PLUS BENEFITS

OPENING DATE: February 1, 2016

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: Planning/Administration

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, supervises and administers land use, transportation, recreation, census, and GIS planning activity needs of the Tohono O'odham Nation; plans, coordinates, and implements policies, programs and services.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Planning, Civil Engineering or related field, and two years progressive work experience in land use, regional planning, civil engineering, 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 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 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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JOB ANNOUNCEMENT

JOB TITLE: ACCOUNTING SPECIALIST
SALARY: \$17.74 PER HOUR, PLUS BENEFITS

OPENING DATE: February 1, 2016

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: Non-Exempt

DEPARTMENT: Planning/Real Property Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs general accounting duties, which includes the processing and maintenance of general ledger records processes and accounts by processing all invoices payable by the Tohono O'odham Nation to ensure compliance with all nations disbursement policies, procedures, and guidelines.

SCOPE OF WORK: Accounting services: Purchase Orders, Invoicing, Payment Vouchers, Records Management, and other related General Accounting principles.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business, Accounting or closely related field and two years' work experience in financial recordkeeping, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4618

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

JOB ANNOUNCEMENT

JOB TITLE: RISK REDUCTION/HAZARD MITIGATION SPECIALIST

SALARY: \$24.45 PER HOUR, PLUS BENEFITS

OPENING DATE: February 1, 2016

CLOSING DATE: February 12, 2016

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: Non-Exempt

DEPARTMENT: Dept. of Public Safety/Office of Emergency Management **JOB LOCATION: Sells, AZ**

POSITION SUMMARY: Under limited supervision, assists in planning, directing, evaluating and administering the emergency management's hazard mitigation program, including analysis of risks, reduction of risks, development of programs addressing risk reduction, and participation in the National Flood Insurance Program for the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Emergency Services, Public Administration or closely related field, and three years progressive work experience in emergency management, public safety training (police, fire, EMS) or a related field, 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—

- Must possess certification in Firefighter I & II, or must be acquired within one year of hire.
- FEMA Emergency Management training certification within six months of hire.
- 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 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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