

**NORTHERN CHEYENNE TRIBE
TRIBAL EMPLOYMENT RIGHTS OFFICE
JOB ADVERTISEMENT
2018**

POSITION: Director

SALARY: \$22.00 hr.

DEPARTMENT: Tribal Employment Rights Office

ACCOUNTABLE TO: TERO Commission

CLASSIFICATION: Permanent Full-Time

OPENING DATE: 11/13/18

CLOSING DATE: 11/29/2018

How to apply: Submit a completed **TERO Job Skills Bank application, Resume', three (3) Current letters of References/Recommendations**, copies of certifications, (if claiming Indian Preference) a Tribal I.D. or Tribal Certification, (if claiming Veterans Preference) A DD214, copy of College Transcripts, **Valid** Montana Driver's License, and a **Current** Montana State Driving record or credentials pertinent to the job position to:

Tribal Employment Rights Office
1134 Black Kettle Road
P.O. Box 308
Lame Deer, MT 59043
(406) 477-6287

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

Administers federal grants from Equal Employment Opportunities Commission (EEOC) and fulfill contract obligations to TITLE VII of the Civil Rights Act. **Administers** tribal programs and enforces requirements of the Northern Cheyenne TERO Ordinance & Regulations and the Itinerant Vendor Ordinance.

JOB CHARACTERISTICS:

Nature of work: this position **performs** duties traveling to job sites in all weather conditions for compliance and review. In state and out-of-state travel required, to meet requirements of the TERO Ordinance and Regulations. **On call** requirements seven days a week, 24 hours a day. **Ability** to handle stressful situations required.

Personal Contacts: Daily contact with employees and the public both in person and over the telephone.

Supervision Received: Follows written contract regulations and requirements as well as with the TERO Commission.

Supervision Exercised: Supervision of TERO employees.

Essential Functions: This position **requires** the ability to make decisions and read written contract regulations. Position **requires** the ability to communicate effectively, exercise good judgement, calculate, coordinate projects and supervise employees.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

- **Maintains conditions and requirements of EEOC contracts in regards to job referrals, job placements, Indian preference negotiations, and employer relations. Maintains good employer relations.**
- **Enforces and administers TERO Ordinance & Regulations and the Itinerant Vendor Ordinance. Receives EEOC charges of discrimination and responds justly and fairly to violations of the TERO Ordinance and Regulations.**
- **Maintains quarterly reports for EEOC funding.**
- **Supervises office personnel. Maintains job skills bank for job referrals and job placements.**
- **Updates and revises TERO Ordinance and Regulations as needed.**
- **Performs other related duties as required.**
- **Must complete pre-employment drug test.**

JOB REQUIREMENTS:

Knowledge: This position **requires a thorough** knowledge of labor relations to include federal, state and tribal law required for negotiation. General knowledge of filing procedure of a formal EEOC charge.

Skills: This position requires skills in communicating, writing, negotiation, and public relations. Skill in using a calculator, computer, word processing, copy machine, and general office equipment.

Abilities: This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; adapt to adverse circumstances during multiple construction projects; adapt to adverse financial situations.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but not limited to, the following:

- Perform assigned duties
- Fairly enforces TERO Ordinances
- Obtain and expend funds as budgeted by the TERO Commission
- Adheres to standards of confidentiality
- Demonstrates ability to work in stressful situations
- Effectively supervises employees
- Demonstrates knowledge of TERO Ordinance & Regulations and Itinerant Vendor Ordinance
- Ensures program meets all requirements
- Effectively promotes good public relations
- Maintains open communication with the TERO Commission
- Maintains accurate and timely records
- Prepares and submits accurate and timely quarterly reports
- Deals tactfully and courteously with the public
- Observes work hours
- Demonstrates punctuality
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public
- Must agree to sign waiver for pre-employment drug testing
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Bachelor's degree in related field or equivalent experience is **Preferred**. **Must** provide a copy of credentials.
- A minimum of three (3) years' experience working in tribal government and federal programs.

ADDITIONAL KEY REQUIREMENTS:

- **Must** sign waiver for pre-employment drug testing and pass urinalysis screening per NCT Drug Policy and random testing upon request.
- **Must** complete drug testing training to become certifiable for programmatic purposes.

- This position **requires** use of own transportation therefore applicant **must** provide a copy of a **valid** MT Driver's License and
- Current Driving record and **must** be insurable to the Northern Cheyenne Tribe.

ADDITIONAL WEIGHING FACTORS:

1. Indian Preference **will** be given, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.
2. Veterans Preference **will** be given to applicants discharged from active duty in the US Armed Forces under honorable conditions (i.e., Honorable or general discharge) are eligible for veteran's preference. **Must** provide DD-214 Military Service Record.