



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

MAY 22, 2013

#73-13

DEPARTMENT: EXECUTIVE OFFICES
RESPONSIBLE TO: CHAIRMAN
POSITION: ASSISTANT TO THE CHAIRMAN
(FOUR YEAR APPOINTMENT)
ANNUAL SALARY: UP TO \$55,000
CLOSING DATE: **OPEN UNTIL FILLED**

INTRODUCTION:

To provide day-to-day services to Colorado River Indian Tribes tribal members and greater public through optimum management, planning and organization; ultimately enhances and advances all affairs of the Office of the Chairman.

DUTIES and RESPONSIBILITIES: *(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be constructed as all inclusive.)*

The incumbent will provide updates in the field of tribal affairs; tribal council actions; legislative issues and enactments on the local, State and National levels to the Tribal Chairman.

Works in collaboration with the Executive Secretary in carrying out policies, delegations and directives in the best interest of the Office of the Chairman.

Reviews and reports to the Chairman on proposed actions to ascertain constitutional, legislative and regulatory requirements that are pragmatic.

Assists Chairman in realizing all benefits and rights of the members of the Colorado River Indian Tribes are adhered to in all tribal affairs.

Responsible for overall organized efficiency of the Tribal chairman's office by securing and maintaining, references materials, ordinances, codes; including financial, primary and secondary documents for file.

Perform activities such as organize correspondence, assist in drafting correspondence, setting up telephonic appointments and maintain email contacts. Under the supervision of the Chairman may respond to various individuals and entities concerning tribal affairs.



In collaboration with the Executive Secretary develop and maintain effective communications for productive meetings, briefing of Tribal Council, personnel and appointments for the Chairman.

Assemble and coordinate all necessary documents and briefing papers needed for efficient handling of all meetings, appointments, speeches, projects, leases or other planned activity for the Chairman.

Maintain a weekly and monthly schedule of Chairman's out of town/state/national appointments for highest economic efficiency and time utilization. Ability to attend meetings and workshops as assigned and directed by the Tribal Chairman. Individual does **not** act or speak on behalf of the Tribal Chairman or Tribal Council when attending meetings.

Develop and maintain listing of Tribal Community priorities (pending/new); budget reports; tribal departments; tribal enterprises (and other tribal entities); assist in identifying collaboration needed between tribe, local, federal/governmental entities; categorized priorities (i.e. Economic Development, Societal, and Education); including repairs, special projects, and grants. Develop tracking system for each priority for reporting purposes to the Chairman.

Ability to exercise excellent judgment and discretion in establishing and maintaining good working relationships with the general public, funding agencies, Program Directors, staff and work harmoniously with co-workers.

Must practice good organizational skills, time/task practices, dependable and on time and be self motivated.

KNOWLEDGE & ABILITIES REQUIRED:

- A College Graduate or meet experience equivalent.
- Demonstrate ability and knowledge of work with computers and working knowledge of word processing.
- Must be punctual, dependable and possess a valid Arizona Driver's License.
- Knowledgeable about the community within the Colorado River Indian Reservation and the Town of Parker.
- Must be familiar with American Indian culture and traditions of the local community.
- Must understand confidentiality and propriety information is held to the highest degree and exercise discretion during employment or subsequent to employment while working with elected officials.

JUDGMENT:

The selected individual will have access to information relating to the affairs of the Colorado River Indian Tribes including but not limited to information regarding individuals, companies, and to the operations, functions, activities, all of which is proprietary and confidential. The applicant will handle highly confidential. The applicant will handle highly confidential information and be bound by a Confidential Agreement and Social Networking Policy. Applicant must have ability to exercise considerable judgment and discretion in establishing and maintaining a good working relationship with elected officials, appointed boards, department directors/enterprise managers and other governing agencies.

APPLY:
COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.