



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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

VACANCY ANNOUNCEMENT

MAY 24, 2013

#78-13

DEPARTMENT: EMPLOYMENT DEVELOPMENT & TRAINING

POSITION: ED&T DIRECTOR

SALARY: \$26.96 PER HOUR

CLOSING DATE: **JULY 9, 2013**

GENERAL RESPONSIBILITIES:

The Employment Development & Training Director maintains all Department of Labor (DOL) reporting. The director will direct and supervise the ED&T in accordance with Workforce Investment Act (WIA) section 166 regulations.

The director sets professional standards for the staff of the department. The director ensures that the ED&T staff understands their job duties and encourages staff in their professional development to ensure that ED&T clients are receiving quality service. The director provides the controller and executive director with appropriate documentation to maintain all direct and indirect services to clients in the ED&T. The Director will have, or will gain, extensive knowledge of the WIA section 166 (Indian and Native American Programs) to direct and develop the ED&T strategically. The director functions as a member of the management team which requires on occasion performing duties for other program director/executive director during absence. This policy complies with public law 105-220 section 166.

MAIN SPECIFIC RESPONSIBILITIES:

1. Develop and/or implement the two-year Comprehensive Services Plan (CSP), and future submissions and/or modifications of plans to the U.S. Department of Labor. Conduct regular reviews of existing financial reports for the purpose of compliance and program planning.
2. Prepare quarterly and annual reports for submission to DOL by appropriate deadlines
3. Analyze operating practices, record-keeping systems, forms, performance standards, work flows patterns and make recommendations for improvement or revisions to the executive director.
4. Research and evaluate labor market information to best-direct the ED&T to meet client needs, and ensure job placement in high-pay and high-growth jobs.



5. Attend quarterly WIA conferences to gain latest information on policy and best practices, and to develop important relationships.
6. Verify all client documentation and eligibility, and oversee the State and Federal management information system.
7. Approve all worksite and training arrangements, including work experience.
8. Oversee all requests for supportive services to ensure in accordance with WIA guidelines.
9. Manage ED&T team; conduct performance reviews of ED&T staff, review timesheets, vacation requests and other management duties prior to executive director/controller review.
10. Encourage and find entrepreneurial training and business opportunities for the community.
11. Assist in the development of social enterprise to meet the Colorado River Indian Tribes short and long goals.
12. Locating and helping cultivate additional resources for program growth .
13. Providing updates and reports to the Chairman and Administration Committee as requested.
14. Maintaining "No Alcohol and Drugs" policy.
15. Perform other duties as assigned.

EXPERIENCE:

The ideal candidate will possess excellent management and communicate skills, written and oral, and previous experience, or extensive knowledge of workforce and training. The ideal candidate must have experience working with American Indians in a culturally responsive manner/approach.

**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.