



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.  
PARKER, ARIZONA 85344  
(928) 669-1320 • Fax (928) 669-5263  
Eldred Enas, Chairman

**MARCH 9, 2012**

**#20-12**

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** DEPARTMENT OF HEALTH SERVICES- FOOD DISTRIBUTION PROGRAM  
**JOB TITLE:** MANAGER  
**SALARY:** \$16.50 – 20.35 PER HOUR (D.O.E.)  
**CLOSING DATE:** OPEN UNTIL FILLED

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

- Under the immediate supervision of the DHS Executive Director. Incumbent provides day to day management of the Colorado River Indian Tribes Food Distribution Program.
- Must perform the duties of each program function including but not limited to certification and review of applicants, warehousing techniques, food ordering, inventory techniques and food issuance.
- Responsible for assuring the compliance of the federal regulation for food distribution on Indian reservations.
- Responsible for complying with established procedures for the certification of eligible households and the issuance of commodities.
- Responsible for monthly inventory of the receipt and storage of U.S. Department of Agriculture commodities.
- Responsible for maintaining an adequate and safe supply of commodity food, assuring maintenance and safe operation of program equipment.
- The Manager will perform all necessary functions and other related duties as required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to communicate effectively with the community and participants. Ability to work well with people of all social and economic backgrounds. Ability to supervise staff. Must have the ability to compute accurately. Must have knowledge of accounting and

recordkeeping procedures and handling equipment. Ability to type and speak Spanish is helpful. Experience in supervising others and working in a social services program.

**EDUCATION:** Must possess a High School diploma or GED.

**OTHER:** Must possess a valid Driver's License. Pre-Employment Drug Screening is required.

**APPLY:**

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

Or

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.