



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

NOVEMBER 29, 2011

#99-11

VACANCY ANNOUCEMENT

DEPARTMENT: CRIT GIN
JOB TITLE: OPERATIONS MANAGER
SUPERVISOR: TRIBAL COUNCIL and FARM MANAGER
SALARY: \$60,000 ANNUALLY D.O.E.
CLOSING DATE: OPEN UNTIL FILLED

SUMMARY:

The primary responsibility of this role is to direct and coordinate plant operations which will include ginning and sampling of cotton. Position may also include debagging, treating, cleaning, shipping of cotton lint, cottonseed, motes and gin trash. Key emphasis will be placed on achieving daily, weekly and yearly production goals while producing a high quality product.

DUTIES AND RESPONSIBILITIES:

- Under the direct supervision of the Tribal Council the Gin Operations Manager shall be responsible for the day to day operations; purchases; expenditures; hiring and termination of personnel.
- Ability to work with employees to develop programs that result in improvement in work skills or take disciplinary action.
- Responsible for the day to day management of the ginning operations including ginning, shipping, sampling, cleaning, and grading.
- Be responsible for monitoring inventory of chemicals.
- Review operating parameters and review plant monitoring information daily to maximize product quality.
- Complete daily conditioning reports.
- Establish, maintain and monitor budget as approved by Farm Manager and Tribal Council. Establish and monitor preventative maintenance programs on the plant equipment.
- Calibrate all equipment based on procedures and record information.

- Establish, complete, maintain and conduct OSHA, and assist in safety training meetings and provide a safe work environment within Gin.
- Keep Gin in compliance with all local, Tribal and Federal regulations.
- Maintain designated cottonseed storage area.
- Cross train key employees for operating efficiency.
- Manage the cleaning of equipment to ensure no variety mixes occur.
- Establish and maintain good working relationship with all customers/vendors.
- Perform additional tasks as necessary to meet team goals.
- Other duties as needed or assigned.

EDUCATION REQUIREMENTS, SKILLS AND ABILITIES:

- Bachelor's degree in Agricultural Economics or a related field.
- Minimum of five (5) years of Gin operations experience in Lummus 158 Gin Stands with 108 Lint Cleaners and Lummus Liftbox Doorless press.
- Strong demonstrated organizational, time management skills, and critical thinking skills.
- Knowledge and a network of individuals in the regional ginning industry to contribute to the success of the CRIT Gin and its unique needs
- Strong verbal and written communication skills.
- Proficiency with eCotton and Microsoft Office: Word, Excel and Outlook.
- Valid Driver's License.
- Accounting and budgeting experience.
- Ability to be on-call 24/7.
- Must exhibit the ability to deal with personnel, vendors and customers in a fast paced environment while maintaining a positive courteous attitude.

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: The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(i) of the Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.