



# Walker River Paiute Tribe

## Human Resources Department

### JOB ANNOUNCEMENT

Job Title:	TERO Director	Supervisor:	Tribal Chairman
Department:	TERO	Location:	Technology Center
Salary Range:	\$12.19 - \$14.11	Pay Grade:	3
FSLA Status:	Non-exempt	Type:	Part-time
Open Date:	April 08, 2019	Close Date:	May 09, 2019

**Definition:** Under the direct supervision of the Tribal Chairman, this position is located in the Tribal Employment Rights Office and is established to promote employment and training opportunities for local Indian people.

#### Tasks:

- Will be responsible for managing the Tribal Employment Rights office by enforcing the TERO ordinance, Indian Preference and other Tribal and Federal labor laws.
- Will be responsible for negotiating agreements between private sector employers and the Walker River Paiute Tribe for the hiring and training of Tribal members and local Indians on and off the Reservation.
- Will establish a monitoring and accounting system for TERO fees collected in accordance with the TERO Ordinance. Will make sure that all fees are invoiced and collected from contractors, sub-contractors, consultant, etc.
- Will be responsible for investigating, assisting and dealing with cases of discrimination, labor law violations, Indian Preference law violations, etc.
- Will be responsible developing a job bank, listing information such as: name, tribal affiliation, contact information, experiences, etc. This information will be provided to potential employers, contractors, Tribal departments, etc.
- Will be responsible for developing a contractor bank, listing information such as: Indian Contractors in our area, contact information, experiences, specialized work, etc. this list will also include Tribal and local Indians who have expertise in certain areas, i.e. Painting, cement work, etc.
- Will consolidate TERO informational packets for potential employers and contractors, including the Tribes TERO Ordinance, Compliance Agreements, Tribal and Indian Preference information, etc.
- Will be responsible for providing monthly reports, periodic updates to supervisor, TERO Commission and to others.
- Will be responsible for budget compliance and insure that expenditures are within the scope of the budget.
- Will be responsible for preparing for monthly TERO Commission meetings. In consultation with the Commission the TERO Director will make sure that all ordinances, policies and procedures, agreements, regulations, etc. are kept up to date and revised accordingly.
- Will set up training for Tribal members, employees and community members in order for them to enhance their employability skills, etc. will also seek long term training on and off of the Reservation. Job development trainings will be set up periodically in order for people to learn the necessary skills required to be a skilled and productive employee.

- Will supervise other TERO staff and work cooperatively with them in developing the TERO program to be productive and proactive.
- Will complete other duties as assigned that will benefit the TERO Department of the Walker River Paiute Tribe.

**Knowledge, skills & other Characteristics:**

- Must have a sincere desire to help and assist Tribal members and other Indians in obtaining training and finding employment applications, developing resumes, etc.
- Must have good reading comprehension and writing skills.
- Must have good verbal and written communication skills in dealing with the general public, contractors and Tribal staff.
- Must be self-starter and have the ability to work independently with minimal supervision or direction.
- Must be able to organize tasks and time. Must be a team player and able to work with a number of people, including the TERO Commission.
- Must be computer literate and capable of developing letters, reports, spread sheets, etc.

**Minimum Qualifications:**

- Must be a member of the Walker River Paiute Tribe.
- Must be High School graduate and have a minimum of two (2) years of secondary education and/or two (2) years of work experience in a field that would be in line with TERO Department goals and objective.
- Must have experience working with Tribal and Native Americans and understand the employment issues associated with living on the Reservation.
- Experience in writing proposals for funding for training, apprenticeship programs, etc. will be helpful.
- Must have Nevada State Driver's License and be insurable under the Tribe's insurance policy.

For applications contact Human Resource at the Tribal Administration Building,  
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;  
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: [hr@wrpt.us](mailto:hr@wrpt.us).

<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.