

# WICHITA AND AFFILIATED TERO POSITION DESCRIPTION

**JOB TITLE:** TERO Director

**DEPARTMENT:** TERO

**LOCATION:** Tribal Opioid Response Building

**REPORTS TO:** TERO COMMISSION

## **JOB SUMMARY:**

TERO Director is responsible for the daily administration and overall operations of the tribal funded program within the Tribal Employment Rights Office (TERO). Provides advocacy and continued development to enhance the employment opportunities for Indians. Development and implementation of tribal fire program.

## **CORE DUTIES AND RESPONSIBILITIES:**

1. Shall be primarily responsible for overall management of the tribal TERO program by providing direct oversight of the daily operations, inclusive of fulfilling goals and objectives, research and write regulations, and draft a compliance plan as required by applicable regulations.
2. Workforce development by working with Higher Education, the Wichita Industrial Development Commission, and other stakeholders to identify existing trades/services/expertise to create career opportunities for tribal members.
3. Identify employment and training opportunities for Native Americans by maintaining referral services between residents and the employers operating on or near the former reservation, inclusive of the negotiation of written Indian Preference Agreements.
4. Develop tribal fire program inclusive but not limited to strategic planning, marketing, recruitment, budget development, collaborating with stakeholders, and relationship build with local state, tribal and federal fire programs.
5. Responsible for establishing and maintaining a Wichita Tribal Members and Indian Community labor force database; and managing a Job Bank of applications and employers/contractors seeking employees. Establish a network to identify employment resources available for the Indian Community.

6. Responsible for developing and monitoring operating budgets and ensures that expenditures are in compliance with TERO policies.
7. Prepares and submits mandatory progress, statistical, and narrative reports for all program components as required by the TERO and Executive Committee.
8. Actively seeks and applies for funding from additional resources as determined by TERO board
9. Enforce compliance of the Indian Preference Policy as detailed through the Equal Employment Opportunity commission. Negotiates written Indian Preference Agreements and ensures that contractors, subcontractors, and commercial enterprises operating within the Wichita Tribal jurisdictional area, comply with the provisions of the Wichita Tribal Employment Rights Ordinance and Federal Indian Preference laws and regulations.
10. Conducts job site inspections and reviews reports, certified payrolls and other necessary documents to evaluate compliance with TERO Ordinance. Levies penalties for non-compliance according the schedule set forth in the Wichita and Affiliated Tribes TERO Ordinance.
11. Certifies Indian-Owned businesses for the purpose of preference in contracting and maintains a database of TERO certified firms.
12. Prepares TERO fee billing statements and collects payments.
13. Meets routinely with Tribal Employment Rights Ordinance Commission to address/discuss client services and needs for the purpose of making recommendations and revisions to the program.
14. Performs other duties related to position as necessary or assigned.

## **EDUCATION AND EXPERIENCE:**

1. Possess a Master's Degree in Project Management or a minimum of an Bachelor's Degree in Business Administration or related field or combination of education and experience.
2. Must have at least three (3) years of experience directly related to program management, or related field.
4. Possess the ability to analyze situations and pursue appropriate courses of action, be persuasive and tactful in controversial situations, work under tight time constraints to meet deadlines, adapt to changing priorities, and work well under pressure.

5. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding grant/contract, program, and personnel matters.

6. Must have substantial computer literacy which includes professional correspondence, report creation, and ability to maintain database spreadsheets.

7. Ability to supervise and delegate and demonstrate strong organizational skills with the ability to prioritize, and foster team effort and cooperation in a professional manner.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions when in the field. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. The employee must frequently lift, carry, and move more than 25 pounds.

#### **ADDITIONAL INFORMATION:**

Must have a valid State of Oklahoma Driver's License; pass a drug screening test and a criminal background investigation. Visit [www.wichitatribe.com](http://www.wichitatribe.com) for the full job announcement and submit resumes/questions to [tero.commission@wichitatribe.com](mailto:tero.commission@wichitatribe.com). Closing date is February 14, 2019 COB. Indian preference applies to this position.