

J O B O P E N I N G

IN AND OUT OF HOUSE

POSITION TITLE: ASSISTANT GENERAL MANAGER

SALARY: \$31,066.00 to \$32,619.00

DUTIES AND RESPONSIBILITIES: The incumbent serves as the principal assistant to the General Manager with general responsibility for assisting the General Manager in planning, organizing, coordinating and directing all phases of the tribal government's programs, services. Provide technical assistance to program and administrative staff to ensure tribal compliance with all federal and state contracts. Assist the General Manager in planning and coordinate administrative tasks and staff support necessary to the Tribe's planning efforts. The incumbent serves as the Personnel Officer, responsible for planning and preparation of all personnel functions for review and approval by the General Manager. Identify sources and coordinate development of all proposals to secure funds to carry out projects identified in the planning effort including proposals to government agencies, private foundations and private enterprises. Remain informed on all legislative and policy developments at the federal, state and local level that could affect the Tribe and coordinate preparation of testimony or other appropriate response as necessary. Maintain an effective working relationship among tribal members, officials, employees, and tribal government. Carry out tasks assigned by the General Manager's responsibilities and assume such responsibilities in the General Manager's absence.

MINIMUM REQUIREMENTS: Bachelor's degree in business administration, public administration, or social sciences, plus a minimum of two years related experience -OR- high school diploma with five years of program management and supervisory experience. Excellent written and verbal communication skills. Experience in budget development and control. Experience in developing programs. Knowledge of history and policy issues for Indian tribes. Experience in human relation skills. Ability to deal with diverse behaviors, to sustain effective working relationships among employees, tribal members, and tribal government. Must be willing to travel frequently. Must possess a valid Oregon driver's license and have use of a personal vehicle.

EVALUATION CRITERIA: The following criteria will be used to identify the best qualified applicant:

- | | |
|---------------|---------------------|
| A. Education | D. Work Record |
| B. Experience | E. Performance Test |
| C. Training | F. Interview |

HOW TO APPLY: All applicants must submit a tribal "Application for Employment Form". Applicants must be received or postmarked by the closing date.

OPENING DATE: JUNE 29, 1990 (July 4th is a holiday, Tribal Offices will be closed)

CLOSING DATE: JULY 16, 1990

In-house employees will be given first consideration. The Tribe's Indian Preference Policy will apply.

All persons selected must have a valid driver's license by the date of employment.

"Except as provided by the Indian Preference Act (Title 25, U.S.C., Section 472 and 473), and as described in the Siletz Personnel Manual, the tribal government will not discriminate in selection because of race, creed, age, sex, color, national origin, physical handicap, martial status, politics, or membership or non-membership in an employee organization."

NOTE: For application and/or more information call 1-800-922-1399, or (503)444-2532.

TRIBAL
CHANGE FORM

NAME: _____ (Maiden) _____

ROLL NO.: _____ DATE OF BIRTH: _____ Social Security No. _____

PLEASE CHANGE YOUR RECORDS TO SHOW THE FOLLOWING:

Change of Address

From: _____

To: _____

Effective Date: _____

Change of Name

From: _____

To: _____

Effective Date: _____

Reason for change: ☐ Marriage ☐ Court order ☐ Other ☐ Copy attached

If Court order, please specify below.

Signature _____

Date _____

Address _____

Send to: Confederated Tribes of Siletz
Enrollment Dept.
P.O. Box 549
Siletz, OR 97380

Ph: _____

CHANGE OF ADDRESS
OR
ADDRESS CORRECTION

Old or Incorrect Address:

New or Correct Address:

Mail to "Siletz News" P.O. Box 549, Siletz, OR 97380

TRIBAL MEMBER EXPANDS
BUSINESS INTERESTS

Tribal member Joe Lane, Sr. has announced this week that he has passed the Oregon Real Estate examinations, and has become affiliated with one of Portland's oldest and best known real estate firms.

Effective as of May 15, 1990, he will represent as an agent Mayfair Realty, Inc., located at 5606 E. Burnside, in Portland. The firm is licensed in Oregon and Washington.

Lane will retain his contracting business, restricting its work to the commercial and industrial market.

SILETZ TRIBAL
EVERGREEN

In Siletz Is Now Buying:
Fern (90cents per bunch),
Salal, Huck, Cascara, Moss,
Oregon Grape Root, and all
Herbs.
Call Frank at 444-2223

