

# Tribal employment

(The following is the recent job opening list. See Amelia Towee in the Personnel Department to submit an application, or call 553-3262. Also, you can apply on-line at [www.ctws.org](http://www.ctws.org). For more details, call the contact person listed on the advertisement.)

**Executive secretary**, full-time. Provide secretarial support to the tribal Business and Economic Development general manager and management staff. Excellent communication skills, written, oral, telephone and public relations. Excellent grammar and spelling skills and ability to write concisely, typing 65 wpm. Thorough working knowledge of alpha/numeric filing systems, business telephone techniques, record keeping systems and efficient methods of processing paper flow. Coordinate meetings and appointments; prepare travel arrangements for department staff. Maintain accurate records, and perform all duties with minimal supervision efficiently and timely. Salary, \$22,880 per year. Call Lyda Flowers, 553-3468.

**Controller**, budget and grants, contracts and enterprises. Coordinate annual budget process. Maintain the budget ledger for tribal federal grants and contract budgets. Ongoing analysis of budget items, trends and changes, provide timely information and recommendations. Ensure accurate, timely forecasting of tribal revenues, expenditures, and year-end balances. Assist in the annual audit and the preparation of the Comprehensive Annual Financial Report for the tribes. Prepare the indirect rate proposal. Oversee the tribes' enterprises financial statements. Oversee and perform grants and contracts administration to include assistance with application budgeting, monitoring compliance and perform financial reporting. Supervise up to six staff. Requires an extensive hands-on capability including a thorough working knowledge of accounting and auditing principles, budget management and preparation, excellent written, oral and presenting communication skills, personal computer skills in word processing and spreadsheets. Five years experience with two years in public accounting or governmental accounting and one year in supervisory capacity required. Salary range \$50,000 to \$60,000 per year. Rawleigh White, 553-3546.

**Public health educator**. Masters degree in health education department preferred with two years experience. The Confederated Tribes are recruit-

ing for a full-time health educator to direct the tribes' Health Education Department. Job responsibilities include planning and developing health prevention initiatives for the community, conducting health awareness and prevention campaigns and supervising the four staff of the health education department. Salary \$44,247 per year. Call James Quaid, 553-3205.

**Long-term care administrator assistant**, full-time. An associates degree in human development or long-term care area. Two years of experience in the health or social services field. Long-term care administrator certification and related training to fulfill the administrator job requirements. This position is an administrator-trainee position directed to eventually take on the directorship duties of High Lookie, at such time the tribes assume the management of High Lookie Lodge. The administrator trainee is required to attain long-term care administrator job requirements. Additionally, the administrator trainee will perform general tasks assigned. Salary \$28,000 per year. William Gayle Rodgers, 553-3491.

**Fuels manager**, full-time. Must have a current and valid Oregon drivers license. Minimum education requirements:

A: Degree in biological sciences, agriculture, natural resources, chemistry, or related disciplines, appropriate to the position; or B: a combination of education and experience, courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

Duties: plans, schedules and implements the reservation-wide fuels management program, coordinates with the tribe and federal agencies to meet annual treatment goals, provide program coordination and ensures compliance with appropriate policies and regulations. Serves as the agency subject matter expert in the areas of fire effects, fire ecology, fuels assessment, smoke management, fuels treatment, prescribed burning, fire weather and fire behavior and provides leadership in fire suppression. Works in a team environment within the Fire Management organization and Natural Resource Branch, which requires reaching consensus among differing viewpoints while under stress and within short timeframes. Responsible for developing and reviewing documentation necessary for environmental clearance of forest

and range fuels management activities. Work with Natural Resources Department and BIA Forestry to ensure fuels are addressed in project development. Provides training, technical assistance and direction to agency and tribal staff relating to the fuels/fire program. Also conducts various public meetings with the tribal public and various tribal committees. Salary, \$19.02 an hour. Call Garrett Cooke, 553-2413.

**Fuels planner**, full-time. Must have a current and valid drivers license. Minimum education requirements:

A: Degree in biological science, agriculture, natural resources management, chemistry, or related disciplines appropriate to the position; or B: combination of education and experience, courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

Duties: Incumbent provides technical assistance in development, implementation and evaluation of fuels management projects and treatments. The use of various computer applications will be necessary to complete these tasks. Incumbent is involved in various duties relating to the assessment of fire and fuels modification on natural resources, implementation of fuels treatments, prescribed burns and fire suppression. Incumbent works in a team environment within the Fire Management organization and Natural Resources Branch, which requires reaching consensus among differing viewpoints while under stress and within short timeframes. Responsible for developing and reviewing documentation necessary for environmental clearance of forest and range fuels management activities. Works with Natural Resource Branch and BIA Forestry to ensure fuels are addressed in project development. Incumbent provides training, technical assistance and direction to agency and tribal staff relating to the fuels/fire program. Provides report, plans and proposals to the fuels manager and fuels management organization for their review. Participates in various public meetings with tribal public and various tribal committees. Salary range, \$19.02 an hour. Call Garrett Cooke, 553-2413.

**Engine operator**, fulltime, one position. Operates fire fighting vehicles and power apparatus involved with firefighting. Fights fire with hand and power tools from eight to 16 hours a

day. Valid Oregon drivers license. Must have physical exam within last three years and be able to pass fitness test. Preferred that applicant have working knowledge of four-wheel drive vehicles, possess good oral and written skills, and be familiar with reservation roads and landmarks. Salary, \$11.22 an hour. Call Vernon Tias, 553-1146.

**Forest crew member**, full-time, one position. Fights fire under stressful conditions with hand and power tools from eight to 16 hours a day. Must be able to pass fitness test. Preferred that applicant possess good oral and written skills and be familiar with operation of firefighting equipment. Must be committed to job. Required to be away from home for long periods of time during the fire season, unless a family emergency occurs within the immediate family. Must have a telephone or a reliable message phone, and be available and on call 24 hours a day during the fire season. Salary, \$9.99 an hour. Call Luther Clements, 553-1146.

**Seasonal forest crew member**, two positions. Fights fire under stressful conditions with hand and power tools from eight to 16 hours a day. Must be able to pass fitness test. Preferred that applicant possess good oral and written skills and be familiar with operation of firefighting equipment. Must be committed to job; required to be away from home for long periods of time during the fire season, unless a family emergency occurs within the immediate family. Must have a telephone and be available 24 hours a day during the fire season. Salary, \$9.99 an hour. Call Luther Clements, 553-1146.

**Fisheries program manager**. Manages and supervises the fisheries program of the Confederated Tribes. Provides professional guidance and oversight on the reservation and for two off-reservation ceded area offices. Pursues and develops new funding sources, oversees contract compliance, provides tribal policy representatives with scientific information and recommendations and prepares and monitors program budgets. \$45,000 per year. Call Terry Luther, 553-2026.

# Jobs at Kah-Nee-Ta

The following jobs are available at Kah-Nee-Ta Resort and Casino:

**Director of sales**. Must be a team player. The individual should be an excellent communicator, leader, negotiator, and be self-motivated. Responsible for managing the Portland sales office and sales efforts of securing revenue for Kah-Nee-Ta. Minimum requirements: high school diploma or GED; college degree or two-plus years in the following: Delphi, Springer Miller software, customer service, and sales preferred.

**Front desk manager**. Responsible for managing the front desk operations, ensuring superior guest service, and maintain standards of quality and perfor-

mance dealing with the resort guests. Requires high school diploma or GED, and two-plus years in computers (data entry, word processing and spreadsheets), switchboard, filing, cash register, etc.

**Training manager**. Responsible for the development and training of the resort employees. Bachelors degree with training and development preferred.

**Executive chef**. Directly responsible for quality preparation and presentation of foods, including fine dining and casual in all foods and beverage departments. For information on these jobs, call the resort Human Resources Department, 553-1112, ext. 3401.

# Boys and Girls Club positions

There are three jobs available with the Warm Springs Branch of the Boys and Girls Club. The positions are as follows:

**Program director**, full-time with benefits. Salary is \$27,000-\$29,000. Requirements: minimum of one-year volunteer or paid experience working with youth. The individual will be responsible for managing the club's day-to-day operations under the supervision of the North Area director.

**Education coordinator**, 25-30 hours per week, \$10 an hour. Responsible for implementing and maintaining the

programs Project Learn, Ultimate Journey and Dragonfly Quest. Expected to incorporate Native American focus.

**Sports, fitness and recreation coordinator**, 25-30 hours per week, \$10 an hour. Responsible for daily and weekly gameroom activities, and introducing new games, including Native American, traditional games. Plan and supervise field trips and outdoor excursions and activities.

Applications for these jobs are through the tribal Personnel Department.

# Assistant librarian needed

The Columbia River Inter-Tribal Fish Commission (CRITFC) in Portland is seeking an assistant librarian for its StreamNet Library. The person will be responsible for fulfilling reference and interlibrary loan requests, and for development of digital library resources plus other duties.

The job requires a masters degree in library or information science, or equivalent combination of education and experience. The position requires computer competency including office and library software,

internet and web proficiency, excellent communication and interpersonal skills; also, knowledge of Indian culture and natural resources is desirable.

Please see the website, [www.critfc.org](http://www.critfc.org), or the tribal Personnel Office for the full job announcement and requirements; or call (503) 238-0667.

Native American preference is given. Send letter, resume and reference list to CRITFC, attn: HR, 729 N.E. Oregon, No. 200, Portland, OR 97232; or fax (503) 235-4228, or e-mail [andj@critfc.org](mailto:andj@critfc.org) by Feb. 27.

# Development associate needed

The Columbia River Inter-Tribal Fish Commission is seeking a development associate to assist in grant writing, capacity building, event planning and board development. Excellent writing and communication skills and computer and internet competency required. Submit

cover letter, resume and writing sample by Feb. 27. Attn Janelle Anderson, CRITFC, 729 NE Oregon St., No. 200, Portland, OR 97232; or fax to (503) 235-4228; or email to [andj@critfc.org](mailto:andj@critfc.org). See full job description at [www.critfc.org](http://www.critfc.org) or at tribal Personnel.

# Warm Springs Police reports

(Note: the following items are taken from the Warm Springs Public Safety newsletter.)

On the follow-up to the young man who was found deceased on Jan. 3, two adults have been charged in Tribal Court with several counts of contributing to the delinquency of minors in connection to this case.

The case is also pending review by the U.S. Attorney's Office.

Early in the morning on Jan. 13, Warm Springs police were dispatched to the B pod of the Warm Springs Indian Health Service clinic, where they found a burglary in progress.

The suspect led officers on a brief foot chase through the clinic.

The suspect was then cornered, and began resisting arrest, until he was subdued and taken into custody.

On the afternoon of Jan. 27, Warm Springs police executed a search warrant at 1870-B Poosh Ave., Warm Springs. The search resulted in the seizure of several drug paraphernalia implements, used to ingest methamphetamine and marijuana.

Alexander Raymond Tohet, 56, Phyllis Marie Tohet, 60, and Harvianne Tohet, 29, were arrested and charged with one count of drug paraphernalia and one count of child neglect. The suspects were transported to and lodged in the Warm Springs Detention Center.

A 7-year-old child was removed from the household, and placed in protective custody.

## Crime statistics

The following statistics are a comparison of the crime rates over the previous three years, as compiled by the Warm Springs Police Department.

Total incidents handled in 2001: 10,750.

Total incidents handled in 2002: 11,741.

Total incidents handled in 2003: 14,057.

Calls for service: In 2001: 6,382.

In 2002: 2,517.

And in 2003: 7,000.

Traffic stops: In 2001: 2,695.

In 2002: 2,517.

And in 2003: 3,730.

Citations issued: In 2001: 2,217. In 2002: 1,560. And in 2003: 1,909.

The number of wrecks that the department responded to:

In 2001: 192 wrecks.

In 2002: 158 wrecks.

And in 2003: 237 wrecks.

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