

Tribal employment

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

Committee secretary, full time. Prepares and documents Tribal Council travel. Coordinate with Finance Department. Communications skills. Prepare and present business items for Tribal Council and follow up. Person is a liaison with individuals and/or agencies directly involved with Tribal Council. Responsible for submission of requisitions, pick up purchase orders, process and file. Process and complete contracts for cooks contracted to cook for general and district meetings. Two years experience preferred, computer, typing, filing skills. Operate standard office equipment. Computer skills. Quick understanding of instructions, willing to learn. Have full working knowledge of the tribal organization, must have basic knowledge of scheduling, organizing and prioritizing. Tribal member preference. Salary range \$17,997 to \$18,948 year. Call Myrtle Adams, 553-3257.

Head Start office administrator. Provide administrative, fiscal and reception support for the Head Start/Early Head Start program and staff. Excellent communication skills in verbal and in writing. Interface with a variety of people. Computer skills must include word processing, spreadsheet, and database management. Basic accounting skills. Understanding of financial reporting, supervisory and mentoring skills. Understanding of tribal administrative systems and Head Start performance standards. Supervise Early Head Start secretary. Process paperwork for payroll, personnel and travel activities. Assist in preparing and maintaining operating policies and procedures as well as the annual budget, making recommendations and providing technical support. Enrollment in the Oregon criminal registry. Salary Range \$26,196 per year. Nancy Sampson, 553-3241.

Family Services worker, full time. Assist Family Partnerships coordinator in family recruitment, enrollment, partnership and attendance activities. Assist families in accessing needed services and involvement activities. Reliable transportation, team player, good communication skills. Minimum 1-year experience working with families. Nancy Sampson, 553-3241.

Home visitor, full time. Provide support to Early Head Start families through home visits. Knowledge of community resources and how to link families to appropriate agencies. Personal computer skills in word processing and spreadsheet. Skills in office equipment. Demonstrate skills in effective practice in caring for infants and toddlers. Complete weekly in-home visits of approximately 12 families. Positive communication with the community, families, and co-workers. \$19,920 year. Nancy Sampson, 553-3241.

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. Salary range \$50,000 to \$60,000 per year. Rawleigh White, 553-3546.

WIC Clerk, part time. Part time position, Tuesdays, Wednesdays, and Thursdays 8a.m. to 5 p.m. Provide clerical, administra-

tive, and education assistance to the women, infants and children program. Check in clients using Twist Computer program, create WIC I.D. cards, and issue food instruments. All WIC related work is computerized so strong computer/typing skills area a must. Yvonne Iverson, 553-3225.

Maternal Child Health Assistant, full time. Dependable person needed full time to assist maternal child health nurse. Responsible for scheduling patient appointments, provide patient education, data input, and reports. Yvonne Iverson, 553-3225.

Medical Records Specialist, full time. Responsible for appointment scheduling, medical records management, transcription, and billing functions. Call Yvonne Iverson, 553-3225.

Public health educator. Masters degree in health education department preferred with two years experience. Salary \$44,247 per year. Call James Quaid, 553-3205.

Fish Technician I, temporary full time. Assist with field activities and projects with monitoring natural and artificial production of salmon and trout. Duties include operation of fish traps, snorkel counts of fish abundance, assistance with activities at Warm Springs hatchery, spawning round surveys, maintenance of riparian fences, distribution of surplus fish weekend and evening work and off reservation travel may be required. Work is outdoors in all types of weather, including hiking, wading and moderate lifting. This is an 8-month position without benefits. Salary Range 7.58 hr. to \$10.91 hour. Call Bob Spatcholts, 553-2045.

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. 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. 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 Manage-

ment 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.

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.

Customer support technician, and implementation consultant.

Customer support technician is responsible for answering customers technical and Cort application inquiries pertaining to the operation and maintenance of the Cort applications. Responsible for following up on open issues, including research and testing of reported program discrepancies. Thoroughly document program discrepancies, and work with the Cort Development staff to correct them. Serves as liaison between the customer and the development staff and as such, must be able to demonstrate strong interpersonal skills.

The implementation consultant will work as a project leader on medium to large size implementation projects at the customer sites. Perform billable application work on applications, including system review and prototypes. Trouble-shoot products specific issues. Consultation, implementation, documentation, and training of Cort applications, as well as ongoing project management of accounts. Recognize revenue opportunities to back-sell products and services to existing customer base. Extensive travel. This position requires a bachelor's degree, prior experience in payroll, HR, and/or general accounting, and a customer service or consulting background. Must be proficient with Microsoft Windows, Word, and Excel. Microsoft SQL experience is a plus. Strong communication and technical writing skills a must. Prior experience with Cort application preferred. Salary DOE. Call Sandy Knoo, 617-5125. Closes March 15.

Commission needs assistant systems administrator

The hColumbia River Inter-Tribal Fish Commission in Portland seeks an assistant systems administrator to assist in the maintenance and administration of CRITFC's computer and phone networks. Associates degree or equivalent experience in information systems mgmt or related field and demonstrated knowledge and experience in operation and maintenance of computer information systems are required. Submit cover letter and resume by March 31 to Janelle Anderson, CRITFC, 729 NE Oregon St., No. 200, Portland, OR 97232. Or fax to 503-235-4228; or email to andj@critfc.org. See full job description at www.critfc.org or call 503-238-0667.

Buy - Sell - Trade - Consign



Ace Traders
Licensed Firearms Dealer
780 SW 4th St.
Madras, Oregon 97741

Anything of value: Jewelry, guns, old west items, beaded items, bags, baskets, etc.

Tom Gies - Bob Branson
1-541-475-3666

3XXX Tribes Tile, LLC

MANAGER



3XXX Tribes Tile, LLC, Warm Springs Ventures' newest enterprise, is seeking a Tribal Member who will be responsible for the overall, profitable success of our new line of custom tile.

Responsibilities include but are not limited to:

- ◆ overseeing the entire production process
- ◆ hire, train, and schedule a 2-5 person staff
- ◆ assigning tasks and deadlines
- ◆ quality control-proof jobs to ensure compliance and accuracy
- ◆ monitoring the shipping and receiving process
- ◆ estimate costs
- ◆ design templates
- ◆ serve as a liaison between production, customer service and Kibak Tile, LLC (Sister Company)
- ◆ understand the process of maximizing production and its role in a profitable business
- ◆ recommend and implement changes to the production process to enhance quality control and profitability

Job Requirements:

- ◆ tremendous organizational skills
- ◆ have a strong attention to detail
- ◆ have a positive, friendly, attitude
- ◆ excellent problem solving skills
- ◆ computer experience and ability to quickly master new PC programs
- ◆ ability to work through a high volume busy season.
- ◆ have the versatility to work independently as well as within a team
- ◆ possess a valid driver's license and have reliable transportation
- ◆ past management or supervisory responsibility in a production facility

This position is available to Tribal Members Only. It will be based in Warm Springs with a two month training period at Kibak Tile, LLC in Redmond, OR. \$25,000 - \$30,000 per year with benefits

This position is advertised until filled. Please submit your job application and resume to the Tribal Personnel Department. For further information, please contact Sandra Danzuka, Warm Springs Ventures (541) 553-3565.

Posted: March 1, 2004

3XXX Warm Springs Ventures Company of the Confederated Tribes of Warm Springs
www.warmsprings.com/ventures

Please support the businesses you see in the Spilyay.



AMERIND EVENTS

PROTECTING TRIBAL FAMILIES FIRST

Spring Institute

April 27-28, 2004

Venue/Accommodations: Sheraton Uptown
2600 Louisiana Blvd., NE
Albuquerque, NM 87110

Hotel Rate(s)*: \$68-Single / \$88-Double
Hotel Phone: 800.252.7772
Discount Code: AMERIND Spring Institute
Deadline: April 5, 2004

Hotel Reservation Notes: AMERIND has negotiated the best group rates for attendees (rate does not include applicable sales taxes). Make your hotel reservations early! After the published deadline date(s), room block will be released and the rates will increase. Mention AMERIND when making your reservations. Reservations is the responsibility and expense of the attendee. AMERIND will not be held responsible for individuals who have not made appropriate reservations prior to the deadline.

Detailed information will be sent prior to each event. Log onto the AMERIND website for up-to-date postings.

www.amerind-corp.org ~ 800.352.3400

18th Annual Meeting & Expo

November 16-18, 2004

Venue/Accommodations: Gaylord Opryland Hotel
2800 Opryland Drive
Nashville, TN 37214-1297

Hotel Rate(s)*: Traditional --- \$82-Single / \$102-Double
Garden --- \$132-Single / \$152-Double
Hotel Phone: 615.889.1000
Discount Code: AMERIND
Deadline: October 20, 2004