

Employment Opportunities

POSITION#: 95-29 / Accounting Clerk
SALARY: \$1329 - \$1342 MO
DEPARTMENT/DIVISION: Accounting
REPORTS TO: Accounting Supervisor
POSITIONS SUPERVISED: None
CLOSING DATE: Friday, July 14, 1995

OVERALL RESPONSIBILITIES: Performs accounting and clerical work in the maintenance of accounts payable and other fiscal/general accounting records and files; generates checks; does related work as required.

EXPERIENCE AND TRAINING: High school graduation or equivalency; and one year relevant office/clerical experience; or any satisfactory combination of experi-

ence and training which demonstrates the knowledge, skill and ability to perform the above described duties.

KNOWLEDGE OF: Some knowledge of record-keeping practices used in the maintenance of fiscal accounts/records; general office practices and procedures.

ABILITY TO: Perform detailed work involving numerical data; make accurate mathematical computations using decimals, fractions and percentages; maintain effective working relationships with other departments, vendors and the general public; file and retrieve records.

SKILL IN: The operation of standard office equipment, including ten-key calculator by touch; word processing.

POSITION #: 95-28 / *Receptionist
SALARY: \$1079 - \$1187 MO
DEPARTMENT/DIVISION:
Administrative Services/Finance
REPORTS TO: Administrative
Services Coordinator
CLOSING DATE: Friday, July 14, 1995

OVERALL RESPONSIBILITIES: Perform receptionist duties including answering phones and greeting visitors; performs routine clerical duties to maintain and process records and forms in support of departmental programs/services; does related work as required.

EXPERIENCE AND TRAINING: High school graduation or equivalency, or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described duties.

KNOWLEDGE OF: General office practices and procedures; rules of effective English usage and grammar; different filing systems; business telephone etiquette.

ABILITY TO: Deal courteously and tactfully with the public; deal effectively with frequent interruptions; organize information; maintain confidentiality; maintain effective working relationships with the public and other employees; follow verbal and written instructions.

SKILL IN: The operation of standard office equipment including multi-line telephone system.

**This position is considered an entry level job. Effective May 1, 1995 the Tribes incorporated into their personnel policies that for entry level jobs, only tribal members will fill these positions unless no tribal members apply.*

POSITION: 95-27/EXECUTIVE OFFICER
SALARY: \$5885 - \$6473 MO
DEPARTMENT/DIVISION:
Administration
REPORTS TO: General Direction from Tribal Council
POSITIONS SUPERVISED: Directly supervises Financial Officer, Policy & Planning Officer, Human Resources Officer, Division Managers, Tribal Attorney, Organizational Development Specialist, Administrative Assistant; indirectly supervises all employees (130 total)
CLOSING DATE: Friday, August 4, 1995

EXPERIENCE AND TRAINING: Master's degree in business/public administration or closely related field; and at least seven years of progressively more responsible administrative experience, including tribal operations and programs; or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described duties.

KNOWLEDGE OF: Thorough knowledge of tribal operations, programs and services; federal and state laws, policies and regulations pertaining to tribal operations, programs and services; budgeting and fiscal management; the principles of supervision and personnel practices. Considerable knowledge of organizational development and planning. Some knowledge of computer software and applications.

ABILITY TO: Plan, organize and direct the work of others to meet overall objectives and goals; communicate effectively both verbally and in writing; evaluate and appraise the effectiveness and quality of tribal operations, programs and services; interpret and apply tribal, federal and state laws and regulations; establish and maintain effective working relationships with the Tribal Council, other Tribes, governmental agencies and jurisdictions; businesses and the general public; prepare clear and concise reports.

Job Opportunities with Spirit Mountain Gaming Inc.

Currently recruiting for the following positions:

SECURITY MANAGER: Individual must be able to develop policies to insure safety and security of all patrons, employees and property, and must have technical expertise in investigation and emergency preparedness/response. Bachelor's degree in a related field and a minimum of three years direct experience required, including managerial experience.

FOOD AND BEVERAGE MANAGER: Must be able to oversee this 24-hour operation in all aspects of food planning, preparation and presentation for buffet restaurant and counter/floor service. Seeking Bachelor's degree in a related field, plus at least three years direct experience in the hospitality industry. Previous management experience a must.

DIRECTOR OF FINANCE AND CONTROL: Seeking experienced professional to start up and oversee all financial operations of casino. Bachelor's degree with at least five years management experience in the field required. CPA and previous hospitality/gaming experience preferred.

HOUSE DIRECTOR: Need experienced hospitality professional to oversee all food and beverage, facility services, retail and security. Outstanding leadership skills required as well as Bachelor's degree with at least five years hospitality management experience. Should have knowledge of all above venues of responsibility.

MARKETING ASSISTANT: Creative, communicative, organized assistant needed to support Marketing Director in all aspects of marketing, advertising, and public relations for start-up and promotion of a first-class casino. Must provide administrative assistance to the director as well as independently develop and coordinate marketing programs. Need Bachelor's degree in related field plus two years specialized experience. Great location, salary, and benefits.

GROUP SALES REPRESENTATIVE: Experienced, energetic sales rep needed for promotion and start-up sales of a large, first class casino. Will develop and coordinate group sales strategies and activities. Must present a professional, positive image, work well under pressure, and be an organized self-starter. Bachelor's degree in related field plus two years specialized experience in tourism, hospitality, or related field. Great location, benefits, and salary.

Respond by July 7 to: Spirit Mountain Gaming, Inc.
Attn. Employment
P.O. Box 39, Grand Ronde, OR 97347
FAX: (503) 879-2486

Archaeological Fieldwork Crew positions available

The State Museum of Anthropology is planning to conduct field work at the Limpy Creek archaeological site near Grants Pass in August or September.

Two crew positions are available for Tribal members with training and experience in the archaeological field. The

plan calls for up to six days of field work.

The Museum will pay \$9.00/hr. and will cover expenses for lodging and meals. Transportation will be provided from Eugene to Grants Pass, and daily transportation to the site.

Closing date is July 7, 1995.

Any Tribal member interested in applying for this position, please forward your training and experience history to:

Cathy Steere, Policy and Planning
Confederated Tribes of Grand Ronde
9615 Grand Ronde Road, Grand Ronde, OR 97347

Send all applications to Cindy Martin-Butler,
Confederated Tribes of Grand Ronde,
9615 Grand Ronde Road, Grand Ronde, OR 97347.

To request an application by mail, contact
the Tribe's Job Line at (503) 879-2257.
(This does not include Casino job openings.)