

Business

Computer Training Schedule for August

- Intro to PC's --
Tuesday, August 1
- Beginning Windows --
Friday, August 4
- Beginning Word --
Wednesday, August 9
- Advanced Windows --
Friday, August 11
- Advanced Word --
Wednesday, August 16
- Beginning Excel --
Wednesday, August 23
- Print Shop Deluxe --
Friday, August 25
- Intro to PC's --
Tuesday, August 29
- Advanced Excel --
Wednesday, August 30

All computer classes are from 2 to 4 p.m. on the days indicated. Please call Penny at 879-2476 or Debby at 879-2484 (or 1-800-422-0232) to make your reservation. If you don't see the class you're interested in, or the times aren't convenient, please call to make arrangements.

Computer training classes are FREE to Grand Ronde tribal members; \$10 fee for non-tribal members.

All classes are held at the Computer Lab, located at 28840 Salmon River Highway (the back building).

Five C's of Credit

Have you ever wondered how bankers decide who gets money? Nowadays, there is a myriad of government regulations and required documentation, but there is also a method of determining credit-worthiness that has been used for centuries.

The 5 C's of Credit are:

CHARACTER

What sort of person are you? What is your track record, your credit history?

CAPACITY

How much can you safely borrow?

CAPITAL

How much of your own money is at risk and is it enough to provide a cushion for the bank?

CONDITIONS

What are the prevailing and anticipated economic and competitive conditions? Is the economy you work in getting stronger, weaker, or remaining the same? Is the industry you are in thriving or shrinking?

COLLATERAL

With what hard assets can you back up a loan? Bankers don't take collateral because they want to be in the secondhand equipment or real estate business—they know that if you have assets at risk, you will stick to your business when things go wrong.

How does your banker answer these questions about you and your business? The answer: from your business plan, your credit report, and from you. Remember, a personal interview for a loan or line of credit is similar to a job interview: plan, plan.

If you are applying for a business loan, contact Small Business Development for assistance in preparing for the interview and loan applications.

Adapted from the August 1994 issue of Home Office Computing Magazine.

Attention Tribal Business Owners

Small Business Development is gathering information to publish an annual tribal member-owned business directory. Let's encourage Grand Ronde tribal members to make purchases from their fellow tribal members. The business directory will be a high quality promotional piece that will be distributed to all Grand Ronde tribal and community members annually.

To be included in the Grand Ronde tribal business directory please send:

1. a business card
2. a photo of the business owner (if possible)
3. the tribal member business owner's name
4. any Grand Ronde tribal member discounts or promotional offers.

Send information to: Shelley Hanson, Confederated Tribes of Grand Ronde, 9615 Grand Ronde Road, Grand Ronde, OR 97347.

For more information about this new promotional opportunity, please call Shelley at Small Business Development; 1-800-422-0232, extension 2477 or 879-2477.

Employment

POSITION: 95-27 / Executive Officer

SALARY: \$5885 - \$7847 MO

DEPARTMENT/DIVISION: Administration

REPORTS TO: General Direction from Council

POSITIONS SUPERVISED: Indirectly supervises all employees (130 total)

CLOSING DATE: Friday, August 4, 1995

EXPERIENCE AND TRAINING: Bachelor's degree in business/public administration or closely related field; and at least ten years of progressively more responsible administrative experience, including tribal operations and programs.

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.

POSITION #: 95-35 / Legal Secretary

SALARY: \$1818 - \$2000 MO, Regular full-time Nonexempt

CLOSING DATE: Friday, August 11, 1995

EXPERIENCE AND TRAINING: AA/AS in a business related field and two years experience as a legal secretary or high school graduate or equivalent and four years recent legal secretary experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described duties.

SKILLS: Legal transcription or equivalent, advanced level word processing, general office procedures, computer operations, minimum typing speed of 60 wpm; organization and communication; proofreading and editing documents for accuracy.

KNOWLEDGE OF: Standard business, legal secretarial methods and procedures; various computer software, data bases and spreadsheets.

ABILITY TO: Interact respectfully and professionally with tribal staff and representatives of tribal and other governments as well as other organizations; work independently and establish priorities and organize workload to complement the needs and deadlines of others; interpret governing regulations, policies and procedures.

NECESSARY SPECIAL REQUIREMENTS: Valid Oregon driver's license and safe driving record.

POSITION#: *95-32 / Facilities Maintenance Specialist

SALARY: \$1818 - \$2000 MO

DEPARTMENT/DIVISION: Public Works

REPORTS TO: Facilities Manager

POSITIONS SUPERVISED: Maintenance Crew (3 regular full-time, 2 Seasonal)

CLOSING DATE: Friday, August 11, 1995

EXPERIENCE AND TRAINING: High school diploma or equivalency with college and/or credited trade school training and at least five years of progressively responsible experience in building maintenance/repair, fire and security systems, electrical systems, HVAC, plumbing and grounds keeping, or any satisfactory combination of experience and training including supervisory responsibilities, which demonstrates the knowledge, skill and ability to perform the above described duties.

KNOWLEDGE OF: Considerable knowledge of building and construction methods; equipment and materials for corrective and preventive buildings maintenance; HVAC maintenance, automotive and equipment maintenance, safety practices and procedures; assists in writing job specifications for soliciting bids. Some knowledge of state building codes and regulations; supervision of maintenance crew and personnel practices. Knowledge of and ability to set-up and effect a computerized preventative maintenance program.

ABILITY TO: Work independently; plan and schedule work projects; assign and review the work of others; communicate effectively; maintain accurate records; work flexible hours and be on call evenings and weekends; establish and maintain an effective working relationship with other employees, departments, contractors, and county and state agencies. Ability to deal with vendors, order supplies, follow accounting procedures for purchases, and execute a budget-line authority with ability to sign for purchases up to a pre-assigned ceiling; conduct and/or arrange for training sessions for maintenance crew.

SKILL IN: The use and operation of computers, spread sheet programs and accounting practices and procedures for keeping accurate records and inventories; use of safety practices involved with hand and power tools and various equipment used to perform the duties assigned; trouble-shooting and repair of equipment, HVAC systems, and vehicles.

NECESSARY SPECIAL REQUIREMENTS: Possession of or ability to obtain a valid Oregon driver's license; safe driving record.

* Please note this position is being re-advertised due specific changes in the job description.

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.)