

## PERSONNEL



PO Box 167  
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### \*\*\*VACANCY ANNOUNCEMENT\*\*\*

**Position:** TERO Director  
**Program:** Tribal Employment Rights Office  
**Department(s):** Labor  
**Location(s):** Concho, OK  
**Job Status:** Full Time  
**Exemption Status:** Exempt  
**Reports to:** Executive Director of the Department of Labor  
**Positions Supervised:** TERO Officer  
**Issue Date:** September 9, 2022 **Closing Date:** Until Filled

#### **BASIC PURPOSE:**

The TERO Director plans, directs, and manages the Cheyenne and Arapaho Tribal Employment Rights Office, designed to advocate for tribal employee rights develop and maintain Job Bank for Native Americans. Responsible for coordinating all other TERO activities in addition partnering with the DREAMS Program.

#### **TYPICAL FUNCTIONS:**

- Plan, develop, and administers program budget, administer grant and contracts relating to employment and training, and review all financial and static reports as required by funding agreement(s).
- Reviews and approves agreements with employers to acknowledge the TERO Ordinance and TERO Fee.
- Examines and determines resolution of current issues, complaints relating to TERO Ordinance and TERO Fee.
- Data collection and maintaining the TERO job bank.
- Coordinate referrals within the database for direct job bank placements with employers.
- Responsible for attending PG&C Pre-Bid and project meetings with contractors to ensure TERO certification.
- Monitor and evaluate all Contracts, Contractors and Job sites.
- Host informational meetings for TERO, Contractors, and Vendors within designated service area.
- Engage local employers to identify workforce skillsets need leading to employment opportunities for future TERO projects.
- Development of Apprenticeship leading to TERO projects.

- Coordinate with DREAMS Developer and DREAMS Training Coordinator to ensure training participants obtain employment after successful completion of TERO projects.
- Counsel non-governmental Native American employees in areas of compliance related to TERO, EEOC, OSHA, OFCCP.
- Provide mediation for contract employee in accordance with the ordinance prior to commission review.
- Attend and report to TERO Commission meetings.
- Gathering wage information to be in compliance with HUD Section III reporting.
- Carries out other duties as assigned by the Executive Director of Labor as they relate to this position and in accordance with the TERO Ordinance.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of employment and training needs among Native Americans.
- Knowledge of placement in program components and activities.
- Skilled in preparing statistical reports.
- Must be skilled in operating various types of office equipment.
- Experience working with non-Indian communities.
- Customer service skills for clients and employment and training partners.
- Ability to establish working relations with local, state, federal and other tribal agencies relevant to programmatic goals.
- Ability to communicate effectively orally and written.
- Ability to create project timelines to ensure programmatic success.
- Ability to work well under pressure due to time elements.
- Must have the ability to maintain a wholesome and favorable rapport with the general public, tribal members, tribal employees.
- Must be willing to work beyond the normal working hours if necessary.

#### **MINIMUM QUALIFICATIONS**

**Education Required** Bachelor's Degree (four-year college or university). A combination of education and experience may be considered as a substitute for degree requirement.

**Experience Required** Five (5) years' experience with federal, state, or tribal government.

**Computer Skills:** Must have basic computer skills

#### **Certificates & Licenses:**

- Must possess a valid Oklahoma State Drivers

**Special Requirements**

- Must be able to pass a O.S.B.I. Background Investigation.
- Must have dependable transportation
- Must pass drug and alcohol testing.
- Cheyenne-Arapaho Preference.

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

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