

TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) COMMISSION
POSITION TITLE: TERO EXECUTIVE DIRECTOR
INDIAN PREFERENCE APPLIES
OPEN UNTIL FILLED

General Description of the TERO Executive Director:

The primary responsibility of the TERO Executive Director is to carry out the day-to-day operations of the Tribal Employment Rights Office (“TERO”), to enforce the TERO Ordinance/Indian Preference, and to employ and supervise any necessary staff for the TERO pursuant to the tribal plan of operations.

Duties:

The TERO Executive Director (hereinafter the “Employee”) must have the requisite skills in all respects to fulfill the Employee’s obligations hereunder. The Employee, in addition to the duties enumerated below, shall perform additional duties as directed by a quorum of the TERO Commission. The following duties will be evaluated on an annual basis:

Rules and Regulations. The Employee shall assist the Commission to propose, adopt, amend, and rescind rules, regulations, or guidelines.

TERO Violations. The Employee shall be responsible for issuing orders and assessing penalties to remedy violations of the TERO Ordinance, and represent the TERO at hearings and appeals before the Commission, and any court or other adjudicatory body, or at proceedings before the ____.

Staff. The Employee shall be responsible for hiring staff to carry out the purposes of the TERO.

Funding. The Employee shall expend funds appropriated by the ____, and to obtain and expend funding from federal, state, or other sources to carry out the purposes of the TERO Ordinance, subject to approval by the Community Council.

Policies. The Employee shall propose, recommend, draft, and administer the policies, authorities, and duties authorized by the TERO Ordinance and by the Commission.

Complaints. The Employee shall investigate and process complaints alleging violations of TERO, either directly or through staff compliance officers; and in carrying out investigations, to enter onto business premises during business hours to inspect and copy documents, interview witnesses and gather necessary information.

Minimum Qualifications

- Associate Degree preferred.
- At least three years experience in management.
- Display strong oral and written interpersonal skills.
- Preference given to enrolled members.

Submission of Application

All applications need to be submitted to the following address by _____, where selections by the ____ will occur:

