



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: TERO Manager
Department: TERO
Supervisor: Tribal Administrator and TERO Commission
Pay Rate: T-8 \$19.57 – \$27.40 /hr. (\$40,705.60 - \$56,992.00 annually) DOQ
FLSA Status: Exempt; Salaried

Position Summary: Responsible for establishing and maintaining public relations with civic, county and federal agencies. Promote and highlight the skills and resources of the people and Bishop Paiute Tribe; creating job opportunities through utilization and implementation of the TERO Ordinance. Supervise TERO staff; ensure compliance with the TERO Ordinance for all reservation employers. Outreach to the contractors/employers for developing projects on/near the Bishop Paiute Reservation. Ensure that all Tribal employers have access to information about clients available in the Job Skills Bank and that all clients are capable for any employment opportunities presented. Refer all available clients seeking employment to relevant employers. Attend strategic planning meetings on behalf of the Bishop Paiute Tribe where employment-related issues arise.

Responsibilities:

- Responsible for developing, implementing and enforcing the Bishop Paiute Tribe's TERO Ordinance.
- Educating the Tribal entities on TERO, training opportunities, how the TERO department can assist with ensuring fair employment and Native American Preference policies are followed.
- Keep the Commission and Council apprised of all employment activities which impact TERO or the Bishop Paiute Tribe
- Ensure compliance with the TERO Ordinance for all reservation-based employers and contractors.
- Establish public relations with contracting, planning, legal and employment/training offices affiliated with the Bishop Paiute Tribe.
- Linkages with various federal agencies, which address equal employment and discrimination complaint procedures.
- Develop and maintain a Job Skills Bank; Tribal members and other Native Americans who may require employment referral services.
- Work in conjunction with all Tribal Departments and any outside stakeholders to develop and upgrade the skill levels of the Native American labor force.
- Provide monthly, quarterly and annual progress reports to the Commission and Bishop Paiute Tribal Council.
- Identify other financial resources that may augment the TERO program
- Perform other related duties as directed by the TERO Commission or Bishop Paiute Tribal Council.

Supervisory Responsibilities: TERO Office Coordinator

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things • Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.

- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities uses time efficiently and develop realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management’s direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others to get the job done and follow through on tasks.

Experience and Education:

- High School Diploma or GED
- Bachelor’s Degree from accredited university or college is preferred.
- Knowledge of business, contracting, employment and Indian Preference necessary.
- Experience in job training and job placement service preferred.

Other Qualifications:

- Knowledge of federal laws concerning employment and discrimination desirable.
- Must be able to conduct regular field inspections of worksites.
- Knowledge of budget management required.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have a Valid California Driver’s License and be insurable under the Tribal Auto Insurance.
- Comply with the Driving Policy, Drug, Alcohol and Contraband-Free Policy and Pre-Employment Selection Policy.
- **Must Comply with the Bishop Paiute Tribe’s COVID-19 Vaccination Policy.**

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.