



Ute Indian Tribe

Job Vacancy

Announcement: June 5, 2018 –June 19, 2018

(Note: Tribal Preference will be exercised)

Announcement #:	Department	Position	Closing Date:
2017-082	Natural Resource Sclerocactus plan	Seasonal Biological Technician (pending funding availability)	June 19, 2018
Qualifications:	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Responsible for conducting field monitoring and or compliance checks and completing required support documentation in implementing the sclerocactus plan. Not to exceed over 6 months, budget depending. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.</p>		
Announcement #:	Department	Position	Closing Date:
2018-29	Natural Resource Sclerocactus Plan	Botanist (Contingent on Funding in Account)	June 19, 2018
Qualifications:	<p>Advanced degree and additional experience in botany, conservation biology, plant ecology, or closely related field will be considered for initial placement at the mid-or senior-level performance. Successfully completed college/university course work to meet current federal requirements as a Botanist, Series 0430. 3 years of directly related botanical / special status plant species field experience etc. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.</p>		
Announcement #:	Department	Position	Closing Date:
2018-25	Accounting	Financial Reporting Officer	June 19, 2018
Qualifications:	<p>MS in Accounting or Finance or MBA Minimum –BA or BS degree in Accounting or Finance Minimum 10 years, experience in accounting, finance and management. Successful applicant must have a working knowledge of Generally Accepted Accounting Principles (GAAP) including governmental accounting as well as experience in budgets and forecasting, financial reporting, cash management and investment analysis. Experience developing and implementing Great Plains financial software, developing management and financial reporting templates, design of general ledger and corporate system architecture required Knowledge and experience in utilizing Great Plains tools such as integration, and add third party software, FRX and Sequel reporting.</p>		
Announcement #:	Department	Position	Closing Date:
2018-45	Security	Security Officer	June 19, 2018
Qualifications:	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Some experience in police or security field. Must be willing to work various shifts, holidays or as needed. Required to maintain flexible work schedules in order to accommodate weekend, evening shifts, holidays or as needed.</p>		

Announcement #:	Department	Position	Closing Date:
2018-49	Head Start	Assistant Teacher	June 19, 2018
Qualifications:	<p>High School Diploma or GED, An Associate Degree I Early Childhood Education, or in a related field with coursework equivalent to a major relating to early childhood education must be enrolled in a coursework leading to baccalaureate degree in ECE. A minimum of one (1) year of classroom experience teaching preschool – age children or preschool age; three (3) years preferred. Clearance on background check conducted by the Ute Indian Tribe; clearance on drug and alcohol testing; medical examination denoting good mental and physical health; current CPR /First Aid/Universal Precautions, and a Food handler’s permit, or willingness to complete these four trainings within one month of employment.</p>		
Announcement #:	Department	Position	Closing Date:
2018-51	Building Rehab	Laborer	June 19, 2018
Qualifications:	<p>High School Diploma or G.E.D, Driver’s License, Must be able to obtain a Tribal License. Knowledge of the hazard and safety rules required in maintenance tasks. Ability to learn the methods, materials and equipment used in maintenance type work. Assist other maintenance workers, such as the carpenters, electricians and maintenance as required.</p>		
Announcement #:	Department	Position	Closing Date:
2018-54	Daycare	Head Teacher 2yrs old Classroom	June 19, 2018
Qualifications:	<p>High School Diploma or GED, Must have an Associate, Bachelors or Advanced degree in early childhood education; or a Child Development Associate (CDA) credential, or have a degree in a related field with 3 years, experience in teaching preschool children. CDA credential with the minimum teaching experience will be accepted.</p>		
Announcement #:	Department	Position	Closing Date:
2018-55	Alcohol/Substance Abuse Prevention Prog.	Prevention Specialist	June 19, 2018
Qualifications:	<p>High School Diploma or G.E.D, Driver’s License, Must be able to obtain a Tribal License. Prefer Bachelor degree in health, behavior or social science or a closely related field. Combinations of education and experience may also be considered. Experience with public speaking, writing and oral communication skills, writing and preparing monthly reports. Prepare materials and present effective presentations at prevention activities and community meetings. Ability to use the computer software programs. Prefer two years’ experience in alcohol/substance and/or prevention program working with Native Americans.</p>		

Announcement #:	Department	Position	Closing Date:
2018-62	Fish & Wildlife	Director	June 19, 2018
Qualifications:	<p>High School Diploma or G.E.D, Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must have completed and pass the Indian Police Academy Conservation Enforcement Training or equivalent. Must have supervisory training. Knowledge of the 2 way Radio system and codes. Knowledge of Tribal Land boundaries and main roads. Skilled in handling firearms and conducting field studies. Ability to establish and maintain effective working relationships with fellow Tribal employees, Tribal officials, State, Federal and the public.</p>		
Announcement #:	Department	Position	Closing Date:
2018-63	Recreation	Assistant Director	June 19, 2018
Qualifications:	<p>High School Diploma or G.E.D. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Two years' experience in a supervisory role. Two years of experience in recreational-oriented program or any equivalent or combination. Working knowledge of all recreational games, sports, and how to plan activities. Ability to communicate with Tribal Officials, staff, public, and the youth. Ability to officiate at recreational activities. Ability to supervise and assist the youth. Ability to establish and maintain effective working relationships with the youth, the department staff and the general public. Skilled knowledge with computers. Fax, Xerox machine, scoreboard and other recreational equipment.</p>		