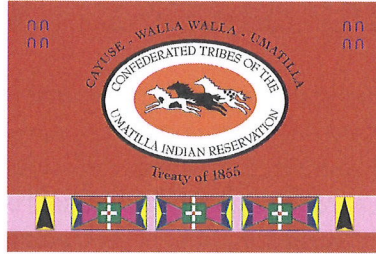


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
**46411 TIMÍNE WAY, PENDLETON, OR 97801**  
**(541) 276-3570 FAX (541) 276-9060**



**INTERNAL POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**  
**Open to Existing Employees and CTUIR members**

**POSITION TITLE:** Business Building and Infrastructure Specialist

**SALARY:** Pay Range 10  
\$52,000 to \$62,000 annual  
DOE/DOQ

**DEPARTMENT:** Department of Economic and Community Development (DECD)

**LOCATION:** Position is located at Nixyaawii Governance Center, Mission, Oregon,  
Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with benefits package  
Exempt  
Background check required

**SUPERVISED BY:** Director of Economic and Community Development

**OPENING DATE:** November 10, 2020

**CLOSING DATE:** November 20, 2020

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

This position is an administrative and professional position responsible for evaluating the potential of building and infrastructure for current and future economic development growth and business ventures on the CTUIR Reservation. The successful candidate will work individually, with departmental and interdepartmental teams, and with a wide variety of external agencies, businesses, contractors and other stakeholders to achieve the short- and long-term economic and community development goals.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Responsible for managing maintenance for Coyote Business Park, Wanapa Industrial Site, and other commercial/industrial properties. Includes maintenance of common areas and tribally-owned facilities, through contractors when applicable.
2. Assist with other economic and community development projects as needed. This may include but is not limited to infrastructure projects, facility construction, other community development initiatives, or development of new tribal enterprises. Includes project involvement, coordinating the work of contractors and consultants, coordinating with other stakeholders, coordinating with internal and external regulatory authorities.
3. Work to achieve goals and objectives identified in the CTUIR Comprehensive Economic Development Strategy, DECD Annual Work Plan and CTUIR Comprehensive Plan.
4. Assist in developing and maintaining relationships with a broad array of industry experts, consultants, and business owners who may influence business expansion or relocation projects.
5. Maintain relationships with commercial/industrial tenants and suggesting programs, providing technical assistance, or other aid that will keep businesses on the reservation and help them grow.
6. Identify and apply for outside funding as necessary to implement economic development goals. Report to funding agencies as needed.
7. Regular reporting to the Economic and Community Development Committee, and the Board of Trustees and other CTUIR committees/commissions as requested or as assigned.
8. Represent DECD on CTUIR committees or work groups as assigned.
9. Other duties as assigned that relate to the duties and responsibilities identified above.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: None

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Associates degree in Business Administration, Finance, Planning or related field.  
OR
2. High school diploma with (4-6 years) pertinent and relevant on-the-job experience responsible for managing and maintaining various infrastructure such as water, sewer, utilities and roads including infrastructure certifications that are up to date and current.
3. Must have over 200 logged hours with heavy equipment.
4. Must have knowledge of current economic development practices, trends, and policies and regulations affecting the industry.
5. Ability to establish and maintain effective working relations with public and private offices and the general public.
6. Ability to speak before large groups of people and express ideas effectively.
7. Must have excellent communication skills, both verbal and written.
8. Must be able to work with a diverse group of people.
9. Must have the ability to read and interpret laws, codes, and regulations which affect the economic and community development activities of CTUIR.
10. Must have the ability to read and interpret contracts terms.

11. Must have the ability to work independently and be self-motivated, as well as the ability to work as part of a team. Must possess skills to manage multiple tasks and prioritize workload bases on organizational needs.
12. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
13. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
14. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
15. Must have experience with and thorough knowledge of Microsoft Windows and Microsoft Office Suite. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
16. Must have a valid state driver's license, reliable transportation, and meet CTUIR insurance requirements.

#### PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Work is usually performed in an office environment with extensive use of a computer and phone. Must have the ability to sit for long periods of time.
3. There will be outdoor field work involving inspection of potential development sites and tours that will require walking over rough terrain. Must have the ability to stand or walk around on varied terrain for long periods of time.
4. There will be travel that will require driving of a CTUIR- owned vehicle, driving your own private vehicle, and riding as a passenger in vehicles and airplanes. Must have the ability to drive automobiles and sit in automobiles and/or airplanes.
5. There will be overnight travel.
6. Must have the ability to lift and carry up to 50 pounds.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

**NOTE: Existing CTUIR employees who apply for internal positions only need to submit a letter of interest with qualifications, it's the employee's discretion.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

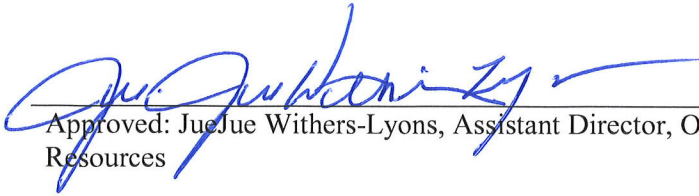
#### APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

#### OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timíne Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.



Approved: JueJue Withers-Lyons, Assistant Director, Office of Human  
Resources

11.19.2020

Date

**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

