



MOAPA BAND OF PAIUTES

Moapa River Indian Reservation

P.O. Box 340

Moapa, NV 89025

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JOB ANNOUNCEMENT

Title: TERO Compliance Officer
Supervisor: Tribal Administrator - TBA
Wage: DOE
Opens: September 3, 2024
Closes: September 13, 2024

Job Summary:

Under the direction of the Tribal Administrator (or TBA), the TERO Compliance Officer is responsible for the implementation of the Tribal Employment Rights Ordinance (TERO). Work closely with contractors, other tribal departments and non-tribal organizations to meet the mandates of TERO. Will conduct training for all contractors on Moapa Tribal culture and respect of tribal beliefs. Also, will conduct and schedule training programs to enhance the skills of tribal members. Monitor the effectiveness of training. Assist in the initial training plan design and existing plan enhancements. Oversee and maintain database of potential applicants and contractors of TERO.

Duties:

1. Administer and maintain tribal TERO functions.
2. Provides detailed monthly written reports to the Business Council on tribal business activities and status.
3. Collaborate with the Chief Financial Officer on collection of appropriate TERO fees.
4. Interaction with Tribal Council, tribal committees, and tribal members.
5. Research applicable laws to ensure that the tribe is in compliance with TERO requirements.
6. Maintain working relationships with contractors, suppliers, vendors, etc.
7. Manage the tribal TERO programs including the collection of all contract or vendor fees for TERO compliance.
8. Make effective oral presentations to small and large groups.
9. Must be able to use initiative and exercise independent judgment and sound reasoning.
10. Maintain accurate records and files.
11. Prepare clear and accurate reports.
12. Maintain effective working relationships with staff and tribal members.
13. Travel to job sites to perform contract compliance review.
14. Monitor projects on the reservation for TERO compliance by contractors and subcontractors.
15. Provide assistance to individuals regarding complaints.
16. Attend TERO hearings.
17. Shall be the impartial investigating agent responsible for investigating, researching, reporting and documenting any information required within the set time frames. Gathers, tabulates, and analyzes factual data for investigations.
18. Develop and submit billings for TERO fees to company's doing business on the reservation.

19. Help develop budgets and report to Tribal Council on revenue and expenses generated by the TERO department as requested.
20. Work closely with Human Resource Director to provide training and employment opportunities for tribal members.
21. Knowledge of tribal sovereignty as it relates to business management and tribal government operations.
22. Other Duties as needed or required.

Requirements:

- Must be at least 21 years of age.
- Prefer a 4-year degree in Business Management or related field or equivalent experience.
- Must have the ability to understand complex business and tax operations.
- Must have working knowledge of tribal sovereignty as it relates to business management and tribal governance structure.
- Must possess experience or working knowledge in business planning, and contract administration.
- Prefer experience providing written and oral reports to the tribal council, committees, and boards.
- Must be proficient in computer applications and operations.
- Must be able to write grants and develop training material.
- Must be able to communicate effectively in both written and verbal forms.
- Must possess a valid driver's license and provide a 3 year driving history report.
- Must be insurable through tribal insurance.
- Must pass pre-employment background investigation.
- Must pass pre-employment alcohol/drug screening.