

# ECONOMIC DEVELOPMENT DIRECTOR'S ASSISTANT

Position Announcement  
(In-House/Tribal Members)

## JOB SUMMARY:

This position will assist the Economic Development Director with daily operations of the department.

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<b>TITLE:</b>	Economic Development Director's Assistant
<b>DEPARTMENT:</b>	Economic Development
<b>SUPERVISOR:</b>	Economic Development Director
<b>OPENS:</b>	February 8, 2018
<b>CLOSES:</b>	February 15, 2018
<b>STATUS:</b>	20-24 Hours per Week/No Benefits
<b>SALARY:</b>	\$10.00 to 12.00 an hour/DOE

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## DUTIES & RESPONSIBILITIES:

Under the direction of the Economic Development Director, the Assistant's duties will include, but is not limited to, the following:

- Turn the irrigation systems on and off that water the RV Park's lawns, trees, and shrubs; assist with minor repairs of the sprinkling systems attached to the irrigation systems, when needed
- Help clean, maintain, and upkeep all Economic Development Buildings: Hatch Valley Grill Restaurant, RV park, and various offices as needed
- Daily/Weekly duties may include:
  - Mow and edge lawns, properly care for trees and other plants
  - Clean restrooms at RV Park and Restaurant
  - Keep tables under the RV Park pavilion clean and empty trash cans
  - Clean sidewalks and parking lots, i.e. sweep and/or spray, remove trash, leaves and debris
  - Spray pesticides and fertilize as needed throughout RV Park
- Assist Director with reports, office work, taking and returning phone calls, and preparing for the restaurant opening.
- Work with the Director in running the Restaurant and RV Park; cover shifts when needed.
- Help procure needed tools and equipment, and assemble them for use.
- All other duties as assigned.

## MINIMUM QUALIFICATIONS:

- Must be a quick learner and be able to work without supervision
- Be dependable, hardworking, and have a positive attitude
- Must have a High school diploma or GED
- Must have and maintain a valid driver's license with a good driving record and be insurable.
- Ability to work in inclement weather and have some mechanical aptitude
- Must interact well with the public and staff
- Must be able to stay on your feet for several hours at a time and lift and carry up to 50 lbs.
- Have the flexibility to get down on the ground to work – pull, lift, etc. and be comfortable on a ladder
- Must have working knowledge of Microsoft Office including Word, Excel, PowerPoint and email applications; ability to create spreadsheets preferred, but not required
- Be proficient on a computer and know how to conduct research via the internet
- Must pass a fingerprint and criminal background check according to P.L. 101-630 standards

**DRUG-FREE WORKPLACE POLICY:** The Kaibab Band of Paiute Indians has a zero-tolerance drug use policy. This position requires pre-employment drug testing.

**Employment applications** are available online at [www.kaibabpaiute-nsn.gov](http://www.kaibabpaiute-nsn.gov) or at the Tribal Affairs Building located on 2 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record, and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND  
ADHERES TO THE INDIAN PREFERENCE ACT