



PUEBLO DE SAN ILDEFONSO

Human Resources Department
02 Tunyo Po
Santa Fe, NM 87506

JOB VACANCY ANNOUNCEMENT

April 1, 2019

The Administration currently has a Tribal Services Director position available.

TRIBAL SERVICES DIRECTOR: Under direct supervision of the Tribal Administrator, responsible for the administration of the Pueblo de San Ildefonso's enrollment and records under the Enrollment ordinance and Governance Agreement; manages GSA vehicles for all tribal departments and divisions, manages Tax Administration, tourism, the Church, Senior Center and Aid to Tribal Government programs. Administration of the Pueblo de San Ildefonso tax code and tax agreements. Provides assistance to the Tribal Administrator in administrative and management support, and assists the Executive branch in other duties as assigned.

MINIMUM QUALIFICATIONS: A college degree in Administration such as B.A. or A.A. preferred with 5 - 10 years work experience in Tribal Government or demonstrated strong professional background in similar duties and responsibilities; or, a Master's Degree with 2 - 4 years work experience in Tribal Government and Tax Administration. Equivalent experience or a combination of both college and experience will also be considered. Knowledge of tribal government operations and working knowledge of San Ildefonso Pueblo and its Government preferred. Knowledge of taxes a plus. Strong organizational, document management and recordkeeping skills a must. Strong working knowledge of computers including MS Office software. Excellent verbal and written communication skills. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. Must be insurable under Pueblo de San Ildefonso vehicle insurance policy.

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

APPLICATION: A job description and application are available in the Human Resources office. Submit your resume and an application form to the Human Resources office; via e-mail to karquero@sanipueblo.org or fax to (505) 455-4149. Call (505) 455-4155 with questions about this position.

DEADLINE FOR APPLYING: Open Until Filled