



PUEBLO DE SAN ILDEFONSO

Human Resources Department

02 Tunyo Po

Santa Fe, NM 87506

JOB VACANCY ANNOUNCEMENT

Tribal Services Director

October 22, 2021

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; develops and implements a mobile phone policy for all tribal departments and divisions; administration of the Pueblo de San Ildefonso tax code and tax agreements; oversees the Pueblo's tourism department and Senior Citizen Center.

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. 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: Submit your resume and application to the Human Resources office by e-mail to karquero@sanipueblo.org, Human Resources Drop Box: call (505) 455-4155 with any questions regarding this position.

DEADLINE FOR APPLYING: Open Until Filled