



## **Position Announcement**

The following job opportunity is available with the Inter Tribal Council of Arizona, Inc. located at 2214 North Central Avenue, Phoenix, AZ 85004

**Open as of: May 9, 2018**

**Closing Date: Open Until Filled**

### **TRAINING & CERTIFICATION MANAGER**

**Annual Salary: \$55-\$57K (DOE)**

**Benefits: Medical, Dental, Basic Life & 401(k)**

The Training & Certification Manager: schedules, coordinates, facilitates, & oversees all Tribal certification & professional development training & exam events of the Department; & oversees the tracking, review and assessment, & correspondence to all applications for certification received by the Department. The project management will include: grant & contract work plan implementation & reporting; plans, develops, and implements various Tribal water utility workforce capacity development projects including both in-person & remote forms of events for training & examination; & analyzes certification applications (new, renewal, and reciprocity) & proposes appropriate options for administrative decisions to those applications.

**DUTIES AND RESPONSIBILITIES:** This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

- Coordinates, prepares for, & facilitates individual training & examination events that are necessary for the certification of Tribal water & wastewater system operators and personnel;
- Maintains team's strict adherence to ITCA policies and procedures for handling of confidential information including certification exams, exam scores, and applicant personal information.
- Provide planning and support for continued funding for programs.
- Ensures all operations meet performance standards and work plan timelines and deliverables.
- Recruit, hire, supervise, mentor, and evaluate staff; and conduct performance review and provide feedback to staff for improvements. Promotes a cooperative work climate, maximizing morale, as well as efficient operational performance and productivity.
- Conducts regular scheduled meetings to ensure lines of communication are open between management and team members. Uses all performance management tools, including development of plans, to provide guidance and feedback to team.
- Must be willing and able to travel in and out of the State for up to six (6) days in a week.

#### **Knowledge, Skills, and Abilities:**

- Proficiency with Microsoft Office Applications. Must have advanced computer skills in data analysis, spreadsheet analysis, and using Excel and Word.
- Knowledgeable of Tribal, State & Federal government agencies and their processes.
- Knowledge of federal Safe Drinking Water Act (SDWA) and federal Clean Water Act (CWA) rules and regulations and how they each apply to Indian Tribes.
- Proven ability to: lead and develop a team; and maintain organization in a changing environment. Exhibits initiative, responsibility, flexibility and leadership.

#### **Education Requirements and Experience:**

Bachelor's degree plus five (5) years of work experience in the environmental quality field or a combination of training and experience that is equivalent. Candidate must have a minimum of three years supervisory experience. Applicant must have a valid Arizona driver's license and be willing to submit to a background check.

Relocation expenses not available.

To obtain an application, visit our website: [www.itcaonline.com](http://www.itcaonline.com)

**Inter Tribal Council of Arizona, Inc. is An Equal Opportunity Employer and A Drug-Free Workplace**

Ak-Chin Indian Community

Cocopah Indian Tribe

Colorado River Indian Tribes

Fort McDowell Yavapai Nation

Fort Mojave Indian Tribe

Gila River Indian Community

Havasupai Tribe

Hopi Tribe

Hualapai Tribe

Kaibab Band of Paiute Indians

Pascua Yaqui Tribe

Pueblo of Zuni

Quechan Tribe

Salt River Pima-Maricopa Indian Community

San Carlos Apache Tribe

San Juan Southern Paiute Tribe

Tohono O'odham Nation

Tonto Apache Tribe

White Mountain Apache Tribe

Yavapai-Apache Nation

Yavapai-Prescott Indian Tribe