



## 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: July 31, 2024 Closing Date: Open until filled

### CERTIFICATION SPECIALIST CERTIFICATION TRIBAL WATER DEPARTMENT

Annual Salary: \$45K - \$47K (DOE) Benefits: Medical, Dental, Basic Life & 401(k)

TWS Certification Specialist will coordinate and facilitate individual water and wastewater systems training and certification examination events, as assigned, and process applications for new Tribal certification and renewal of existing Tribal certification. Position requires monthly travel. Timely and regular attendance to work and events is an essential function of this position.

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

- Event planning to include: securing venue, scheduling speakers/trainer, advertise event, preparing training timeline, agenda, and registration;
- Provides professional and skilled assistance to the program administrator in the planning, development and implementation of certification programs and projects that serve various Tribes;
- Coordinates, prepares for, and facilitates individual training and examination events that are necessary for the certification of Tribal water and wastewater system operators and personnel;
- Maintains strict adherence to ITCA policies and procedures for handling of confidential information including certification exams, exam scores, and applicant personal information. Proctors certification exams pursuant to ITCA exam proctoring guidelines;
- Process applications pertaining to Tribal water/wastewater operator certification and help implement administrative decisions regarding such applications;
- Required to effectively lead and professionally facilitate meetings, training sessions, and workshops on various subjects related to certification issues, as assigned;

#### KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledgeable of Tribal, State and Federal government agencies and their processes.
- Knowledge of Federal certification legislation and regulations and how the legislation applies to Indian Tribes, specific to drinking water quality.
- Proficient use and ability to operate various computer hardware, systems, software and programs, including Microsoft Word, Excel, PowerPoint, and Access.
- Must have excellent written and oral communication skills, including public speaking, report writing, teaching and facilitation skills.

#### EDUCATION REQUIRMENTS AND EXPERIENCE:

Bachelor's degree from an accredited college or university in Environmental Science, Environmental Health or related field plus 1 year of experience in the environmental quality field or a combination of education and experience that is equivalent. Requires a valid Arizona driver's license, and submit to a background check. Will travel nationally for up to six (6) days. Must live in Metropolitan Phoenix area.

Must live in Metropolitan Phoenix, AZ - 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