



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

EMPLOYMENT OPPORTUNITIES

September 2020

POSITION: Facilities Manager
LOCATION: Pueblo de San Ildefonso Facilities Department
REPORTS TO: Tribal Services Director
BENEFITS: Yes

EDUCATION: High School Diploma General Equivalency Diploma (GED) required.

EXPERIENCE: Must have ten (10) years of relevant experience to the duties and responsibilities outlined or equivalent combination of training and education

CERTIFICATES: Water Utility Operator

The Facilities Manager is responsible for maintaining buildings and grounds. The Manager performs and supervises tasks related to HVAC, electrical, plumbing, carpentry, security, environmental, safety, custodial and event coordination. The Manager requires a team player attitude, leadership, excellent interpersonal and communication skills, problem solving skills, attention to details and project coordination. The Manager administers the day-to-day operations for the Facilities Division including but not limited to water distribution system, wastewater system, solid waste, sampling, and maintenance.

POSITION: Contract, Emergency Operations Manager
LOCATION: Pueblo de San Ildefonso Tribal Administration
REPORTS TO: Tribal Services Director
BENEFITS: No

EDUCATION: A Bachelor's degree in Business Administration or field related to emergency management/ planning. Four Year college degree preferred. Will consider equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities necessary to perform the work of the position.

EXPERIENCE: Worked at least 1 year in a related field with similar duties and responsibilities. Will consider equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities necessary to perform the work of the position.

Job Summary: The Emergency Operations Manager will coordinate disaster response and crisis management activities. This includes preparing emergency plans and procedures for natural, medical disasters, and emergency situations. Update the Pueblo's Emergency Response Plan under a previous agreement and strengthen the Pueblo's emergency response preparedness and response planning efforts.

Under direct supervision, the Manager will assist the Tribal Services Director and other department staff members in preparing emergency plans and procedures. The Manager will also be in charge of the designated storage facility. The manager will also be responsible for procurement and purchasing of needed emergency supplies. The Manager will ensure inventory is maintained. The Manager will coordinate deliveries of emergency supplies. The Manager will be the point of contact with suppliers and maintain a supply source relationship with such suppliers. The Manager will also be the point of contact with both State and Federal emergency management operations. The Manager will stay apprised of all processes and procedures in working with emergency management entities including but not limited to FEMA.

POSITION: GIS/GPS Specialist

LOCATION: Pueblo de San Ildefonso DECP Department

REPORTS TO: DECP Director

BENEFITS: Yes

EDUCATION: Minimum Bachelor's degree required in either GIS or Environmental Science and or and or 8 years work experience and training in Geogrphahy, Computer Science, Engineering and Planning can be applied.

EXPERIENCE: Experience in environmental sampling techniques and quality control procedures. Experience with field surveying using traditional and GIS/GPS technology. Experience operating and maintaining GIS/GPS equipment. Must have the ability to use computer technology and various software programs, especially ESRI GIS/GPS software.

Job Summary: The GIS/GPS Specialist is primarily responsible for the day-to-day environmental monitoring activities administered by the Environmental Department and carries out accepted sampling protocol standards and surveying programs. The Specialist must have a strong background in Math, Science and Computer Technology, and is responsible for field surveying, using traditional and GPS technology, data integration, data updates and maintenance and technical drafting on the Geographical Information System software.

POSITION: (2) Two *Temporary Part Time* Library Assistant/Tutor

LOCATION: Pueblo de San Ildefonso Learning Center

REPORTS TO: Education Director

BENEFITS: No

EDUCATION: High School diploma or GED required.

EXPERIENCE: Excellent organizational skills. Proficiency with office machines. Strong working knowledge of computers including MS Office software. Ability to listen and understand patrons' needs, provide clear answers to questions, and teach patrons and students how to use library resources. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. Excellent verbal and written communication skills. Good customer services skills.

Job Summary: Under direct supervision, the Library Assistant/Tutor, contributes to the efficiency of the Pueblo de San Ildefonso Department of Education Library afterschool and seasonal Summits. Supports the Library by carrying out day-to-day responsibilities by assisting patrons, organizing library materials and information, and perform clerical tasks. Supports the Director in the implementation of the after-school education program actives offered to the community by the Education Department. Assists with the safety of the children by maintaining a safe, clean and healthy environment.

Must be 18 years old to apply.

All Positions are open until filled.

All positions are subject to pre-employment drug screening.

All positions are subject to background investigation.

Positions that require driving, applicants must possess a valid driver's license and be insurable under the Pueblo's insurance policy.

APPLICATION: A job description and application are available in the Human Resources office or by mail. Downloadable applications are available on our web site at www.sanipueblo.org. Submit your resume and application to the Human Resources office in person, via e-mail to karquero@sanipueblo.org or FAX: 455-4149. Call 455-4155 with questions regarding this position.