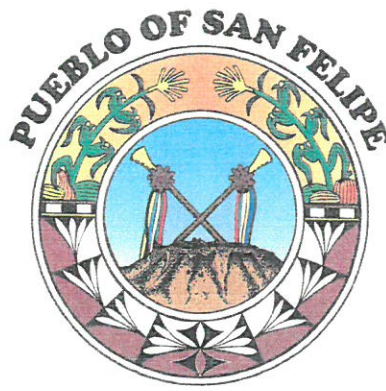


P.O. Box 4339
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Office of the Governor

Human Resources Department

VACANCY NUMBER: PSF-2018-017

PLEASE POST

Position Title: Human Resources Director
Location: Tribal Administration Office
Salary: Negotiable/DOE
Opening Date: May 29, 2018
Closing Date: Until filled

General Description: Human Resources Director will be responsible for the development of human resources management policy. The Human Resources Director will also be responsible for managing all recruitment, employment, benefits, compensation, labor relations, training, and employee services.

Minimum Qualifications:

1. Graduate of an accredited college with a Bachelor's degree in Human Resources, seven years directly related experience/or training; or equivalent combination of education and experience in a tribal government setting.
2. Must have knowledge of understanding Federal Employment Law in a tribal government setting.
3. Must have a working understanding P.L. 93-638 and how it applies to the HR Management of tribal organizations.
4. Must have experience working with employee benefits and retirement plan operations.
5. Must be dependable, punctual, relate well with others, and able to meet deadlines.
6. Must demonstrate good verbal and written communication skills.
7. Must have some knowledge of, or the willingness to learn about, the customs and mores of the San Felipe community and importance of traditional ways of lifestyle and language.
8. Must have a NM Driver's license and must pass driving background. Must pass a personal/professional background check.
9. San Felipe and Veteran's preference.

How to Apply: Tribal Applications are available at the Tribal Administration Building through the Human Resources Department. For consideration, employment applications or resumes must be submitted on or before the closing date by 5pm.