VACANCY ANNOUNCEMENTS

Columbia River Inter-Tribal Fish Commission is recruiting for the following positions:

Due to the current COVID-19 situation, CRITFC is teleworking. If you have questions regarding this announcement, please email Jenny Thrasher (jthrasher@critfc.org) or call our main office at 503-238-0667 and provide your contact information.

Job Title: HR Manager (1 Position) **New!**
Department: Human Resources
Classification: Regular, Full-time, Exempt
Salary: DOQ
Location: Portland, OR

**Job Summary:** The Human Resources Manager is responsible for CRITFC’s human resources functions as assigned by the Executive Director. This position supports the Commissioners, Executive Director, managers and supervisors and employees in achieving CRITFC’s mission and goals by providing effective, contemporary and strategic human resources services. A successful applicant will demonstrate leadership in developing, coordinating, and implementing recruitment, selection and hiring of new employees, direct orientation; manage compensation and benefits; lead individual and organizational training and development; and administer human resources policies and procedures. The position also provides individual and group assistance to help promote positive employee relations. **Job Requirements/Qualifications:** BS/BA in Human Resources Management or equivalent desired. Evidence of continuing education and skill building, such as certification in Professional in Human Resource (PHR), Senior Professional in Human Resources (SPHR) or similar certification or evidence; Must possess Tribal Human Resources Professional (THRP) certification or acquire it within one year; Experience in, or knowledge of, employment law as applied to Indian Country is highly desirable; Minimum five years’ experience in Human Resources administration, management and employee relations,
preferably with a tribe or tribal organization; Minimum 3 years in a supervisory role or in direct support of executive relations; Training or experience in dispute resolution; Minimum 3 years’ experience administering employee salary and fringe benefits programs (including workers comp, unemployment and disability claims); Office management skills and proficiency in using a variety of business office equipment such as computers, printers, copiers, etc; Experience using Microsoft Suite software (including Microsoft Word, Excel, and Powerpoint); Excellent oral and written communication skills; Excellent inter-personal skills; ability to work well with all types of co-workers including professional, technical, administrative, and executive; and strong analytical skills and proven ability to complete projects and meet deadlines. **Closing Date: May 15, 2020.**

**Employment application and full job announcement located at:**
https://www.critfc.org/blog/jobs/human-resources-manager/

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**Job Title:** Dispatcher/Communications Officer (1 position) **New!**  
**Department:** Enforcement  
**Classification:** Regular, Full-time, Non-exempt  
**Salary:** $39,154 - $42,80 DOQ  
**Location:** Hood River, OR

**Job Summary:** The dispatcher is directly responsible for the operation of all office radio/telephone communication equipment, maintaining a close watch on patrol activities in the field, and for the general office needs of the agency. **Job Requirements/Qualifications:** High school diploma or equivalent training and/or education. Be at least 21 years of age. Possess tact and good communication skills both oral and written, with a clear, easily understood speaking voice. Ability to multi-task and prioritize duties. DPSST certified or certifiable in the State of Oregon. Knowledge or ability to learn tribal fishing rights. Become certified for the Oregon state criminal computer system (LEDS). Possess typing ability equal to the requirements of a normal general office atmosphere. Possess self-initiative and ability to function with minimal direct supervision. Maintain the physical and health standards required of the position. Residence must be within 30 minutes driving time from the CRITFE’s Hood River Enforcement Office. Valid driver license, excellent driving record and no criminal history. **Closing Date:** June 1, 2020. **Employment application and full job announcement located at:** [https://www.critfc.org/blog/jobs/dispatcher-communications-officer-2/](https://www.critfc.org/blog/jobs/dispatcher-communications-officer-2/)

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**Job Title:** Temporary / Seasonal Maintenance Worker (4 positions) **New!**  
**Department:** Fishing Site Maintenance  
**Classification:** Temporary, Full-time, Non-Exempt  
**Hourly Wage:** $16.26 hr - $17.34 hr DOQ  
**Location:** The Dalles, OR

**Job Summary:** The position provides the maintenance of the Tribal In-Lieu / Treaty Fishing Access Sites along the Columbia River during the COVID-19 outbreak by: performing work that involves a variety of trade practices such as painting, plumbing, carpentry, masonry, electrical, and
custodial work, to include sanitizing all facilities. Maintenance workers will use hand and power tools to accomplish this work. **Job Requirements/Qualifications:** Preventative maintenance / corrective maintenance and minor building repairs to the various facilities. Maintaining and repairing boat ramps and paved areas at the sites or at other facilities within the jurisdiction of the In-Lieu / Treaty Fishing Access Sites. Maintenance of facilities to include removing, cleaning, replacing, packing and sealing any defective parts of utility facilities, water and irrigation systems. Cleans and sanitizes related fixtures: picnic tables; shelters; fireplaces and fish cleaning tables. Selects the appropriate tools, materials, and decides on methods and techniques to carry out the work. Performs visual inspection of the sites to ensure they are in good working condition. Reports / repairs any vandalism to the facilities, i.e. to fireplaces, paints, plumbing, lighting fixtures, etc., as well as protects the facilities through winterizing procedures. Cleans and restrooms and vault toilets to include: sweeping and mopping; cleaning and sanitation of fixtures, toilets, sinks, benches and showers; cleaning windows, mirrors and light fixtures; provides toilet paper as needed; and collecting and disposing of trash, litter and debris. Maintains a stock of janitorial supplies and advises the Maintenance Supervisor when inventories need replenishing. Completes seasonal gardening tasks such as fertilizing, preparing seedbeds, transplanting, seeding, aerating, pruning, trimming, and applying chemicals to plants according to directions. Cuts, trims, and removes fallen trees and brush. Uses power mowers, including riding mowers to maintain grounds; keeps such mowers and other power equipment serviced by performing minor repairs and normal operator maintenance. Mows all improved and unimproved areas. Applies vegetation control on gravel-surfaced areas, pathways, roads, parking areas, and campsites. Operates the irrigation system. Monitors sites for safety hazards, reports emergency situations or the abuse of safety and protection policies / rules governing the sites to the Maintenance Supervisor. Operates and maintains boats and motor vehicles used to perform inspections, remove trash, transports supplies and equipment. Other duties as assigned. Applicant must have ability to do the work of a maintenance worker with normal supervision. Applicant must be able to perform general maintenance operations using written or oral instructions. Must be able to communicate and interpret instructions, specifications, work orders, and blueprints. Must have the ability to safely operate vehicles, power equipment, and hand tools. Knowledge of preventative maintenance, tools, and equipment are requirements. Three years minimum maintenance or construction experience required. **Closing Date:** May 15, 2020. Employment application and full job announcement located at: [https://www.critfc.org/blog/jobs/temporary-seasonal-maintenance-worker/](https://www.critfc.org/blog/jobs/temporary-seasonal-maintenance-worker/)

**Application procedure:**
Under the authority of Section 7 of the Indian Self-Determination and Education Assistance Act, CRITFC shall give preference in employment matters to qualified enrolled members of the four CRITFC member tribes, then to qualified enrolled members of other federally recognized tribes. If CRITFC is unable to fill openings with such qualified tribal members, other qualified applicants will be considered.

**Note:** Incomplete applications will not be considered.
Send a complete application materials include a cover letter, CV/resume, completed job application with signature, electronic or typed in signature is accepted (available on our website at www.critfc.org “employment opportunities” on the bottom right corner or by calling 503.238.0667, a copy of relevant certifications and a list of at least three professional references.

Submit to:
Columbia River Inter-Tribal Fish Commission
Attn: Human Resources
700 NE Multnomah Street, Suite 1200
Portland, Oregon 97232
Email: hr@critfc.org
Fax: 503.235.4228

To view more career opportunities or to learn more about Columbia River Inter-Tribal Fish Commission, please visit https://www.critfc.org/critfc-employment-opportunities/