



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

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VACANCY ANNOUNCEMENT

March 28, 2019

#76-19

Department: Aha Quin Resorts
Position: Aha Quin Resort Manager (Exempt)
Reports To: Tribal Council Chairman
Salary: D.O.E.

Job Summary:

Under the general direction of the Colorado River Indian Tribes Business Enterprise Board and the adopted Plan of Operation. The individual should possess management and leadership skills that can establish the goals and vision of this enterprise and be able to recognize the expansion and future development of the entity and communicate effectively with the various areas that have to become partners in anything Aha Quin does.

Duties & Functions:

1. Communicate ideas to land use planners.
2. Communicate ideas for future engineering design.
3. Communicate and lead the core of engineers and Bureau of Reclamation.
4. Communicate and acquire any and all necessary paper work approval from the Tribes Fish and Game, the Environmental Protection Office and the Museum archeological review through the Colorado River Indian Tribes Enterprise Board for any and all improvements of the park.
5. Manager should be qualified in understanding the financial requirements of the enterprise.
6. Able to prepare the Aha Quin budget and establish proforma forecasts that are required before any development plan can be considered.
7. Availability to make financial presentations of the operating activities on a regular basis to the Colorado River Indian Tribes Business Enterprise Board and the Tribal Council.
8. Must have communication skills to deal with all of the customers that inhabit the park, as well as all customers from the activities that the business brings to the Aha Quin area.
9. Must be able to communicate clearly and lead Aha Quin employees to accomplish all tasks.
 - a. Order merchandise or prepare requisitions to replenish merchandise.
 - b. Formulates pricing policies for sale of merchandise.



- c. Implements policies according to established requirements of profitability of store and Mobile Park.
 - d. Implements policies according to established operations.
 - e. Ensures merchandise is correctly priced and displayed.
 - f. Keeps detailed operating records.
 - g. Reconciles daily cash with sales receipts.
 - h. Approves checks for payment of merchandise and issues credit, cash refunds, or returned merchandise.
 - i. Takes periodic and annual inventory,
 - j. Plans and prepares work schedules,
 - k. Assigns specific duties.
 - l. Trains employees in store and mobile park operations,
 - m. Initiates personnel actions such as recruitment, selection, promotions, transfers, and disciplinary or dismissal measures,
 - n. Resolves employees' work grievances,
 - o. Maintains water and sewage systems.
10. Must be able to develop all job duties; oversee personnel policies and procedures, evaluate Aha Quin employee's on an annual basis or as needed and to ensure that the policy and procedures are consistent with the Colorado River Indian Tribes.
11. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.
12. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.

Required Skills and Abilities:

- 1. The Aha Quin Mobile Home Park Resort consists of 210 spaces and has varied requirements of its manager because there are many different aspects of the business. Therefore, it requires a Manager with foresight who is always seeking to improve the future of the Aha Quin Resort while at the same time operating it in a business manner.
- 2. Must be bondable and have at least two (2) years of progressively responsible management experience and supervisory capacity.

Education & Experience Requirements:

- 1. Bachelor's degree or equivalent from an accredited college or university with a major course in business management, accounting, marketing and public relations.
- 2. Must possess a current valid driver's license throughout employment.

Physical Requirement:

- 1. Be able to stand at least eight (8) hours.
- 2. Must successfully complete a drug screening test prior to appointment.
- 3. Physically able to perform duties assigned.
- 4. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River



Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>

**Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344**

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.



