



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Director – WIOA/DOL

Salary: \$54,080.00 to \$70,997.45 Annually Exempt

Opening: Monday, September 14, 2026

Closing: Friday, September 25, 2026

BASIC FUNCTION:

Under the direct supervision of the Tribal Administrator, this position is responsible for developing innovative workforce strategies that help businesses, employers, and individuals, achieve and sustain economic vitality throughout the Quechan Indian Tribe.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our Management, Children, Parents, Co-workers, and others by being courteous, conscientious, and kind-spirited

DUTIES & RESPONSIBILITIES:

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members, and all levels of staff and management.
- Completes and submits DES/DOL monthly, quarterly, semi-annual and annual reports in a timely manner.
- Oversee development of annual budget and audit, efficient operation of financial and record management reporting ensuring performance, fiscal outcomes, and programmatic integrity.
- Provides leadership to local rapid response activities, including overseeing implementation of layoff-aversion strategies, coordinating with state rapid response partners, and helping ensure timely, compliant response to layoffs, closures, and worker dislocations.
- Builds and maintains strategic partnerships and alliances; builds and maintains relationships with key stakeholders related to workforce development. These may include local industry, community partnerships, employer trade associations, organized labor, economic development organizations, local and state government, and other organizations to promote awareness and increase local involvement in workforce development.
- Attends Directors' meetings and conferences with the State and DINAP.
- Research promotes and leverages additional funding sources for workforce development through government, local grants, and funding opportunities.

- Conducts statistical, analytical, and market research on workforce development issues; identifies information needed to conduct studies; evaluates projects utilizing cost/benefit analysis, fiscal and economic impact, and relevant multiplier factors.
- Ensures proper integration and participation of all ARIZONA@WORK programs and partners.
- Refers applicants to proper agencies for services outside of WIOA/DOL when applicants are ineligible.
- Coordinates services with other Federal employment related programs and agencies.
- Develop work sites for direct and indirect placements.
- Provides direct supervision, guidance, and performance management to ensure effective support of the WIOA/DOL functions and compliance with all WIOA requirements and policies and procedures.
- Supports economic development programs and projects that create more opportunities for local job creation.
- Research methodologies and data analysis/evaluation techniques to develop reports in narrative and statistical form, prepare proposals and grants and create executive-level presentations.
- Organize and manage complex projects.
- Manage and track varied grant projects and to monitor appropriate paperwork, authorizations, signatures, payments, reporting, and compliance
- Address the public and professional groups within the Quechan Indian Tribe.
- Provides job and career counseling, job search assistance, and community outreach to increase awareness of services and training and to encourage individuals to take advantage of the benefits of the program.
- Provides work experience programs to assist women in obtaining nontraditional employment and to facilitate the retention of women in nontraditional employment services at the site of training or employment.
- Provides work experience programs to assist individuals with barriers to employment in obtaining training and employment.
- Provides support services to individuals to facilitate participation in training programs, conducts follow-up services with participants placed in unsubsidized employment and provides services to obtain job placements.
- Contacts Governmental agency personnel offices and private sector employers for job announcements, job position forms, and required documentation.
- Performs other related duties as assigned.

Considerable knowledge of:

- The Workforce Innovation and Opportunity Act law and regulations.
- Workforce development principles, practices, models, and techniques for assessment and program/system development.
- Research methodologies and data analysis/evaluation techniques to develop reports in

narrative and statistical form, prepare proposals and grants and create executive-level presentations.

- Federal and state laws, rules, and regulations pertain to workforce activities with other community or government partners.
- Public and private workforce development and training organizations providing technical assistance, funding, and other partnership opportunities.
- Equal Opportunity and Non-Discrimination regulations for Equal Opportunity Office.
- Public meeting organization and requirements such as Open Meeting Laws, and others

Working knowledge of:

- Governmental budgetary practices, including purchasing, grants administration, revenue management, and fund accounting
- Principles and practices associated with positive supervision
- Principles and practices of public administration
- The use of automated data management systems

Ability to:

- Work effectively with groups and individuals with differing interests, helping to find common ground, and providing clear communication for decision-making.
- Gather pertinent facts, interpret, analyze, evaluate and present with complete and logic conclusion and projections
- Organize and manage complex projects
- Manage and track varied grant projects and to monitor appropriate paperwork, authorizations, signatures, payments, reporting, and compliance.
- Establish and maintain effective working relationships with department directors, elected officials, administrators, employees, other agencies and the public.
- Work safely and support the culture of workplace safety.
Follow written and verbal instructions.
- Communicate effectively verbally and in writing

QUALIFICATIONS:

- Bachelor's degree in business/public administration, Accounting, or related field and four years of experience in workforce development, career services or program management; OR any equivalent combination of education, training and experience which demonstrates the ability to perform the duties of the position.
- Preferred qualifications include three to five years of management experience with broad, progressively responsible design and implementation of training programs, business outreach, economic, or workforce development programs.; experience supporting board leadership; experience working with the Workforce and Innovation Opportunity Act, and/or experience working with local businesses in diverse communities. A master's degree is also desirable.

- Must hold a valid Driver's License and be insurable by the Quechan Indian Tribe.
- Willingness to work varied hours as necessary to meet the needs of the WIOA/DOL Program.
- Current Level 1 Fingerprint Clearance Card.
- High school diploma or equivalent.
- Must Complete FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire
- Must have or be able to obtain CPR, First Aid, and AED certification within 3 months of hire and maintain such certification while employed within the WIOA/DOL Program.
- Must be able to operate standard office equipment, computer programs and software.
- Must possess excellent organization and communication skills.
- Must have the ability to prepare and maintain required records and reports.
- Must be independently self-disciplined and motivated.
- Must be able to effectively interact and work well with both adults and youth.
- Must have a demonstrated ability to maintain confidential and sensitive information.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Road

Winterhaven, CA 92283

Telephone: (928)977-2727

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hadminassistant@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.