



# Vacancy Announcement

## Operations – Community Development – TERO Office

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ■ 505-552-6728 ■ [www.puebloofacoma.org](http://www.puebloofacoma.org)

**JOB TITLE: TERO Manager (Full-Time w/Benefits) PAY RANGE: \$DOE**

**OPENING DATE: July 7, 2025**

**CLOSING DATE: Open Until Filled**

### POSITION PURPOSE

The TERO Manager is responsible for managing the activities of the Tribal Employment Rights Office (TERO) and the enforcement of the Pueblo of Acoma Tribal Employment Rights Ordinance.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Develop and implement long-term and short-term goals and objectives, quality and regulatory standards, policies and procedures for effective, efficient, and economical operations, management systems and controls, and develop budgets, including TERO Compliance Fee revenue projections.
2. Establish and maintain a tribal hiring office that maintains a record of qualified, employable Native American Indians that is to be used by contractors/employers to fill vacancies.
3. Develop an approved wage scale for the Pueblo of Acoma on an annual basis and monitor salaries for compliance.
4. Review contract employers and agency contractual documents to ensure compliance with the Pueblo of Acoma Tribal Employment Rights Ordinance, this includes but is not limited to the following: reviewing labor force requests to ensure no employment barriers, monitoring contractor employment activities and practices, advises on paper employment practices including issuance of fees, sanctions, and other financial matters.
5. Serves as a liaison with public agencies, external organizations, and community members.
6. Regulate vendors to ensure that all vendors soliciting on the Pueblo of Acoma reservation have proper documentation for doing business.
7. Impose and enforce citations on contract employers who violate the provisions of the Ordinance.
8. Develop, implement, and enforce numerical hiring goals and timetables that reflect the available Native American Indian labor pool and other employment opportunities for each vocational trade and skill.
9. Ensure employers have established training or apprentice programs to provide preference to Native American Indians in those programs.
10. Work with contractors to ensure that subcontractors submit a Compliance Agreement to maximize employment for TERO clients.
11. Responsible for collaborating with WIOA and other agencies to maximize training and employment opportunities for TERO clients.
12. Develop and maintain policies and procedures relevant to program content and implementation, which include reviewing forms and documents for compliance with internal policies and federal regulations.
13. Develop and implement approved program objectives.
14. Interprets and enforces all provisions of the TERO Ordinance, including the assessment of citations, penalties, and sections of non-compliance.
15. Prepare documents and pertinent materials needed to address or resolve employment disputes and/or complaints.
16. Investigate discrimination complaints and non-compliance issues that violate the TERO Ordinance and assist in conducting the hearing for violations or complaints utilizing the established guidelines approved by the Tribal Council.
17. Ensures client and contractor databases are up-to-date and meet the needs of the program.
18. Research, develop, and prepare a variety of written and oral reports, correspondence, and documentation.
19. Analyze data to monitor growth and trends of the TERO Program.
20. Research and apply for grants that support program objectives.
21. Provide compliance quarterly and annual reports as requested.
22. Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

Experience:

- Two – three years relevant work experience

**AND**

Education:

- Bachelor's degree in business management or public/business administration or project management or relevant field

**OR**

- An equivalent combination of education and experience that show the ability to perform the required job duties.

## PREFERRED QUALIFICATIONS

- Two years of work experience in regulation administration and compliance monitoring
- Granting writing experience
- Keres speaking

## KNOWLEDGE, SKILLS, AND ABILITIES

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of Pueblo's traditional form of government, culture, and traditions
- Knowledge of the functions and structure of the Pueblo of Acoma Tribal Government
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements, especially as it relates to tribal employment rights
- Knowledge of business English, proper spelling, grammar, punctuation, and basic math
- Knowledge of management and leadership principles
- Knowledge of financial, business, and administrative transactions, in full compliance with all applicable Federal, State, and Tribal environmental and safety regulations, guidelines, and ordinances
- Knowledge of and comprehension of the technical work of construction labor/trades workers
- Knowledge of negotiation and mediation techniques
- Knowledge of grant and/or contract administration principles
- Skills in labor and trades assessment, hiring, and negotiations
- Skill in operating office equipment and computers, including in a Windows environment, specifically Word, Excel, Access, PowerPoint, and PC-based accounting software
- Skill in records management
- Ability to communicate effectively in the English language, both orally and in writing
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with colleagues at all levels
- Ability to mediate and resolve conflict
- Ability to manage multiple projects and programs simultaneously
- Ability to analyze situations and adopt an appropriate course of action
- Ability to work independently and meet strict timelines
- Ability to make solid decisions and exercise independent judgment
- Ability to analyze and develop policies and procedures
- Ability to ensure compliance with applicable federal, tribal, and state laws, rules, and regulations
- Ability to prepare and deliver public presentations and maintain effective communications with program clients on TERO projects and community job resources
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people
- Ability to work extended hours and various work schedules

- Ability to interpret applicable federal, tribal, state, county, and local laws, regulations, requirements, ordinances, and legislation
- Ability to perform other duties as assigned

## PREFERENCES IN EMPLOYMENT

It is the policy of the Pueblo of Acoma to give preference to any qualified Acoma tribal member, members of other federally recognized Indian tribes/nations, and veterans.

The application of Employment Preference is not automatic. Applicants requesting consideration for Preference must provide valid Tribal enrollment documents or official verifying document from federally recognized Indian tribe/nation or Certificate of Release or Discharge from Active Duty – Form DD214.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

## 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. An employee will be asked to sign a confidentiality statement upon hire.
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.
Health Requirement:	None.
Driver Check:	All applicants must possess a current valid Driver's License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.
Drug/Alcohol screening:	All applicants must successfully pass a pre-employment drug/alcohol screening prior to beginning employment and may be subject to random drug/alcohol testing.

*To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at [www.puebloofacoma.org](http://www.puebloofacoma.org). All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.*

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*Pueblo of Acoma is a Drug and Alcohol Free Workplace.*