

TU' KWA HONE

NEWSLETTER

Burns, Oregon

March 23, 2020

Burns Paiute Tribe

100 Pasigo St.

Burns, OR 97720

541.573.8016

TRIBAL COUNCIL CONTACT:

Chairman - Cecil Dick

541.589-.5264

Burns Tribal Chief of Police

Alan Johnson—541.589.1030

Family & Children Services. / ICWA

Jody Richards—541-573-8005

Domestic Violence / Assault-

Teresa Cowing, 541.573.8053 /
541.413.0216

Police After hours:

Call Harney County 911

Non-emergency 541.573.6028

Burns Paiute Tribe Community March 16, 2020

***Due to the novel coronavirus (COVID-19)
Tribal departments/buildings/facilities will
be closed with staff working remotely from
home, indefinitely. Office phones will be for-
warded to staff cell's or landlines, this is to
prevent unnecessary exposure to both the
community members and staff. Staff will be
available by phone during their normal work
schedule (8:00 am-5:00 pm).***

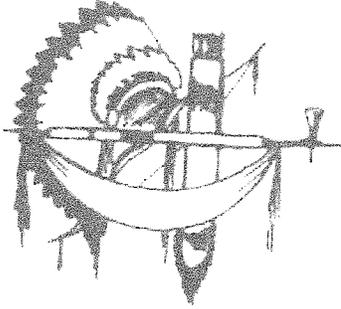
Thank you for your understanding!

Charisse Soucie

Interim General Manager

Attached is emergency contact information





Burns Paiute Tribe

Office of the Tribal Council

100 Pasigo St

Burns, OR 97720

Phone (541)573-1910

Fax (541)573-2012

Tribal Membership Notice

Dear Tribal Membership,

The Tribal Council is actively working to prepare our community for the best possible defense against the coronavirus (covid-19) pandemic that is spreading throughout the world and throughout our country and state. To protect our people, all tribal offices are closed for in-person services except for the health clinic which is taking people by appointment. Staff who can work from home are doing so and are available via phone or email should you need them. At the end of March, the Interim General Manager, Charisse Soucie, in communication with the Tribal Council, will re-evaluate the community health risks of reopening our offices. We will not re-open the offices until we are confident the danger of spreading the coronavirus within our community is over. In the meantime, staff are working to increase the ability of our tribal programs to provide service on-line via the internet. Staff are also working to make sure our Elders and most at-risk tribal members are having their needs met.

On Monday, March 16th, 2020, Tribal Council approved a resolution declaring a tribal nation state of emergency. We are in the process of review in for approval by the end of the week, an Emergency Operations Plan to address this public health emergency. We anticipate receiving financial assistance to meet the immediate and longer-term needs of our tribe. Please know we are actively working to provide for our community and will continue to do so. We ask that our membership stay home if you can and limit your person-to-person interactions the best you are able. Working together we will keep our community well.

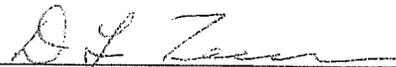
Sincerely,

Burns Paiute Tribal Council



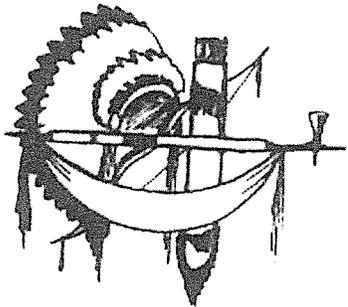
Tribal Council Chairperson

Date: 19 March 2020



Attest: Tribal Council Secretary-Treasurer

Date: 19 March 2020



Burns Paiute Tribe

Office of the Tribal Council

100 Pasigo St

Burns, OR 97720

Phone (541)573-1910

Fax (541)573-2012

BURNS PAIUTE TRIBE
Burns Paiute Tribal Council

RESOLUTION NO: 2020-06

Declaration of State of Emergency

WHEREAS, the Burns Paiute Tribe (“Tribe”) is a federally-recognized Indian Tribe and has adopted a Tribal Constitution (“Constitution”) designating the Burns Paiute Tribal Council (“Council”) as the elected governing body of the Burns Paiute Reservation; And,

WHEREAS, the Council (“Council”) is authorized to act on behalf of the Tribe pursuant to Section 1(s) to take any and all actions necessary and proper for the exercise of powers and duties delegated to or vested in the Tribal Council; And,

WHEREAS, the novel coronavirus causes an illness known as covid-19. Coronavirus are a group of viruses that can cause respiratory disease with the potential to cause serious illness or loss of life; And,

WHEREAS according to the U.S. Centers for Disease Control and Prevention, COVID-19 presents a “high” potential public health threat, both globally and in the United States. It spreads person-to-person through coughing, sneezing, close personal contact such as touching or hand-shaking, or touching an object or surface with the virus on it, and then touching your eyes, mouth, or nose. The symptoms are coughing, runny nose, and difficulty breathing.

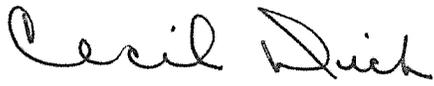
WHEREAS, the President of United States declared a national state of emergency on March 13th, 2020, and the Governor of Oregon declared a state of emergency via Executive Order No. 20-03, on March 8th, 2020; And,

WHEREAS, in order to ensure the Burns Paiute Tribe is taking appropriate measures to protect the tribal membership, and guard against and prepare for COVID-19, a declaration of emergency is necessary.

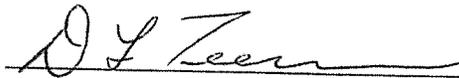
NOW LET IT BE RESOLVED that to protect the health and wellness of the Burns Paiute tribal membership and community, the Burns Paiute Tribal Council declares a tribal nation state of emergency.

CERTIFICATION

We, the undersigned Chairperson and Secretary-Treasurer of the Burns Paiute Tribal Council, do hereby certify that the Council is composed of seven (7) members of whom five (5) constitute a quorum, that a quorum was present at a meeting thereof duly and regularly called, noticed, convened, and held on this 16th day of March, 2020, and that the foregoing Resolution was duly adopted by five (5) affirmative votes, with zero (0) opposing, and zero (0) abstaining. The Chairperson's vote is not required except in the case of a tie.



Tribal Council Chairperson



Tribal Council Secretary-Treasurer

Date: 17 March 2020

Date: 16 March 2020

BURNS PAIUTE TRIBE

Job Announcement

Job Title: General Manager
Department: Burns Paiute Tribal Council
Reports to: Burns Paiute Tribal Council
FLSA Status: Full time/permanent (+ benefits after probationary period)
Opens: Feb 26, 2020
Closes: Open until filled (1st consideration given to applications received by March 26th, 2020)
Salary: \$80,000-\$110,000.00 DOE

POSITION OBJECTIVES:

The General Manager (GM) provides the planning, organization, coordination, monitoring, and direction necessary to ensure effective administrative operations and programs of the Burns Paiute Tribe (BPT) based on existing Tribal goals, strategies, and objectives, within compliance with all applicable Tribal and Federal policies, regulations, and procedures. Furthermore, the GM ensures the organization's structure (table of organization) properly aligns with these goals, strategies, and objectives, including all related Human Services and program delivery requirements. Finally, the GM ensures that the staff is competent and receives any-and-all necessary training required to effectively do the work required by their jobs. It is the GM's responsibility to maintain the highest service level possible within the staffing and financial limits of the BPT.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Ability to promote the Burns Paiute Tribe's mission, vision, values, goals, and objectives in order to establish unity amongst staff. Must be able to provide constructive assistance in the resolution of interpersonal and interdepartmental misunderstandings, conflicts, etc.
2. Ensure development and any appropriate and necessary updating of a five-year strategic plan for the BPT and gain Council approval of the plan.
3. Coordinate the development, understanding, support, updating, and evaluation of annual tribal goals, strategies, and objectives based on the Council-approved BPT Strategic Plan.
4. Periodically evaluate and make necessary changes in the organization structure and operations to ascertain proper alignment with Tribal goals, strategies, and objectives. Ensuring that all staff is trained, competent, and effectively working to pursue and meet these goals, strategies, and objectives.
5. Knowledge and understanding of the meaning and significance of Indian Treaties, federal Trust responsibilities, Tribal-state relations, Tribal Self-Determination and sovereignty with the ability to work harmoniously with the Burns Paiute Tribal community and workforce.
6. Continuously evaluate tribal policies, regulations, and procedures. Propose and make any needed changes after gaining Council approval as appropriate.
7. Ensure preparation and gain approval for an annual tribal budgetary process and budget sufficient to pursue and meet tribal goals, strategies, and objectives, including making any needed changes in and/or complying with associated policies, regulations, and procedures.
8. Provide oversight and general supervision to all departments by working collaboratively with 2nd level managers to prepare and implement operational and program budgets plans.

9. Monitor compliance with all applicable tribal and federal policies, regulations, and procedures. Take corrective action as may be necessary and appropriate.
10. Assist staff in identifying funding resources for tribal programs and services, including capital projects and enterprises that align with the strategic direction of the BPT.
11. Oversee and provide guidance for the preparation, submission, negotiation, implementation, and monitoring of grants, contracts, and cooperative agreements between the BPT and other entities. Ensure that all grants, contracts, and cooperative agreements are managed in compliance with applicable tribal and federal policies, regulations, and procedures.
12. Oversee the planning, development, and completion of all capital projects, including land acquisition.
13. Oversee and provide guidance in managing employee performance and other personnel matters in accordance with the Employee Policy Manual, Tribal Governance Law, the Constitution of the BPT, and applicable federal laws, regulations, and guidelines.
14. Organize and hold regular, semi-annual work sessions (or more frequently if needed) to inform and keep Council members reasonably and formally up to date on tribal strategic issues, goals, achievement, the status of projects, and other information needed to help ensure the quality of their deliberations and effectiveness of their decisions.
15. Ensure provision of needed support services to the General Council and Tribal Council, including any Council-appointed committees.
16. In coordination with the Tribal Council, help ensure and support the development of appropriate and needed relationships with other tribes, government agencies, and organizational entities.
17. In coordination with the Tribal Council, serve as an official spokesperson (Point-of-contact) to the media regarding tribal plans, events, issues, etc. Ensure that any staff authorized to have media contact are adequately informed about the topic to be addressed and can communicate effectively.
18. Perform other duties as may be prescribed by the Tribal Council.

SUPERVISORY CONTROLS:

The Tribal Council outlines overall objectives in accordance with the policy and identifies limitations such as those imposed by budgeting, special areas of sensitivity, etc. The general manager selects techniques, methods, and procedures for accomplishing assignments, keeping the supervisor/Tribal Council informed of developments. Issues of concern may involve controversial and/or sensitive social, political, environmental, or social problems.

The General Manager's analyses, recommendations, and suggestions must be technically correct and consistent with overall policies and the attainment of tribal program management targets and objectives.

QUALIFICATIONS:

- Master's Degree in public administration, business administration, or a closely related field from an accredited university preferred.
- Bachelor's degree in public administration, business administration, or related field, REQUIRED plus ten (10) or more years of successful administrative/management work experience (tribal preferred), including strategic planning, policy analysis, organization change, budget development and financial management, performance management system development, public relations and board-of-control relations.
- Five or more years of successful experience managing an organization of 50 or more employees.
- Demonstrated knowledge of organizational development and change principles and techniques.

- Ability to guide the Tribal Council in identifying governance issues and opportunities and propose alternative solutions/options for policy and other decisions.
- Demonstrated skill in grant writing/management and contract development/management.
- Successful experience in capital project planning, funding, and development.
- Possess a clear understanding of the importance of tribal natural/cultural resource preservation and methods to achieve it.
- Strong oral and written communication skills, with the ability to effectively communicate with staff, tribal members, federal, state, and local governmental officials, the media, and general public.
- Demonstrated understanding of the principles of federal Indian law, including tribal sovereignty, federal trust responsibility, tribal-state relations, tribal self-determination, and tribal history.

OTHER REQUIREMENTS:

- Must submit to and pass a drug test.
- Must submit to a criminal background check
- Must possess a valid driver's license
- Must provide three (3) years of driving record.

DISCLAIMER:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

INDIAN PREFERENCE:

Indian preference will be given to candidate showing proof of enrollment in a federally recognized tribe. In the absence of qualified Indian applicants, all applicants not entitled to or who fail to claim Indian Preference will receive consideration without regard to race, color, creed, sex, age, religion, or national origin.

HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application and cover letter to:

Burns Paiute Tribe
BPTTribalCouncil@burnspaiute.onmicrosoft.com
 Tribal Council
 100 Pasigo Street
 Burns, OR 97720

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm, or request one via email: beverly.beers@burnspaiute-nsn.gov

Part Time Position: Finance Administrative Assistant

Hourly Rate: \$15.00 to \$20.00 DOE

Opens: March 19, 2020

Closes: Until filled

Duties and Responsibilities, including but not limited to

- Data Entry
- In the absence of the Administrative Assistant will cover front desk, phones, process incoming and outgoing mail, etc.
- Copies, collates, and binds reports, etc.
- Make weekly bank deposits
- Review and approve work of coworkers
- Audit Readiness*Prepare for and assist with annual audit of Accounts Payable, Grants, Contracts, and Fixed Assets
- Other duties as assigned

Qualifications:

- Any combination of education and/or experience providing the required skill and knowledge for success performance will qualify. High school diploma or GED
- General knowledge of computer hardware and software
- Experience with Word Perfect, Word Processing software, and Excel
- Team player personality with strong interpersonal and communication skills
- Commitment to confidentiality

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause

Please submit application along with resume to:
Burns Paiute Tribe, Human Resource Department
100 Pasigo Street
Burns, OR 97720
541-573-8017

Tu-Wa-Kii Nobi will be closed until further notice

Due to Governor Brown decision to close the schools for the next two weeks (March 16 thru 28th 2020). We will close Tu-Wa-Kii Nobi as well. If you are sick, please stay home.

Date: March 16, 2020
Re: Prevention Department, Tobacco & Suicide Prevention
Domestic Violence
Child Care/GA Prog.
Alcohol & Drug
Social Services

We recognize the importance of safety concerns of COVID-19 for the staff and members of our community. At this time we will be limiting staff in the office and contact with the public. The offices above will be closed, but staff will be available by phone, or appointments from 8:00 am to 5:00 pm. Staff will work from home, and if work is needed to be done in the office staff is allowed to do so.

Each department will have a Closed to Public sign and a phone number listed so they can call for assistance.

Jody Richards 541-589-4595
Lanette Humphrey 541-573-8002
Teresa Cowing 541-413-0216
Kristeny Soucie 541-573-8006
Joellen Billington 541-589-2380
Desiree Sam, please leave a message at 541-573-8048

TO THE COMMUNITY:

IN ORDER TO ESTABLISH THE LEAST EXPOSURE AND TO HELP PREVENT THE SPREAD OF THE CORONAVIRUS, LAW ENFORCEMENT & TRIBAL COURT WILL SHUT DOWN THE OFFICES TO THE PUBLIC, BUT WE ARE AVAILABLE BY PHONE AND WILL RESPOND TO EMERGENCIES.

OTHER THAN EMERGENCIES, ALL OTHER SITUATIONS WILL BE HANDLED BY PHONE:

FOR POLICE PLEASE GO THROUGH HARNEY CO. DISPATCH – 573-6028

IF IT IS AN EMERGENCY – CALL 911 AND WE WILL RESPOND

FOR COURT CALL 573-8072

THIS WILL BE IN PLACE UNTIL FURTHER NOTICE. STAY SAFE.

March 16, 2020

NOTICE

We recognize the importance of safety concerns of COVID-19 for the staff and most importantly the members of our community. At this time we will be limiting staff in the office and contact with the public. The offices below will be closed, but staff will be available by phone, or appointments from 8:00 am to 5:00 pm. Staff may be in the office at times but please call ahead of time.

*To help slow the spread of coronavirus please take all protective measures seriously.

Prevention Department/SS Dept. Jody Richards 541-589-4595
Tobacco/Suicide Prevention, Lanette Humphrey 541-573-8002
Domestic Violence, Teresa Cowing 541-413-0216
Alcohol & Drug, Joellen Billington 541-589-2380
Child Care/GA Prog, Desiree Sam, please leave a message at
541-573-8048

**Armory is closed to the
community effective
March 16, 2020 until
further notice.**

Fobs have been turned off and will
turn on again March 23rd, or after
reevaluation. (You will not need to
pay until May 2020)

**We apologize for the inconvenience
but this decision was made for the
safety of our community.**

BURNS PAIUTE TRIBE

100 Pasigo St.

EXT	Administration	541-573-2088 Fax: 541-573-2323	E-mail addresses	Cell Phone #
8001	Charisse Soucie	General Manager	charisse.soucie@burnspaiute-nsn.gov	541-815-3344
8013		HR Manager		
8011		Finance Director		
8012	Lynda Fine	Payroll/Acct's receivable	lynda.fine@burnspaiute-nsn.gov	541-589-1211
8017	Tammi Holliday	Accounts Payable/Grants Admin	tammi.holliday@burnspaiute-nsn.gov	
8016	Beverly Beers	Administrative Assistant	beverly.beers@burnspaiute-nsn.gov	
5562	Kenton Dick	Tribal planner	kenton.dick@burnspaiute-nsn.gov	
8014	Tracy Kennedy	Community Eco Dev Coordinator	tracy.kennedy@burnspaiute-nsn.gov	541-589-0098
	Victor Johnson	Transit Operator	victor.johnson@burnspaiute-nsn.gov	541-413-0057
8066	Charisse Soucie	Land Lease Comp/Maint Supervisor	charisse.soucie@burnspaiute-nsn.gov	
8061	Jonathan Mocan	IT System Administrator/Director	jon.mocan@burnspaiute-nsn.gov	541-413-0453
8060	Andi Harmon	IT Help Desk	andi.harmon@burnspaiute-nsn.gov	541-589-2074
	Housing Department			
8008		Housing Director		
	Wadatika Health Office 541-573-7312 Fax 541-573-4217 address: 50 Pasigo st.			
8049	Twila Teeman	Health Services Director	twila.teeman@burnspaiute-nsn.gov	
8023	Randall Lewis	Warehouse addr: 38 Pasigo St.	randall.lewis@burnspaiute-nsn.gov	541-413-0607
8050	Rachel Samor	Health Clerk	rachel.samor@burnspaiute-nsn.gov	
8047	Shelley Richards	Billing Clerk	shelley.richards@burnspaiute-nsn.gov	
8042	Deborah Delarosa	CHR	deborah.delarosa@burnspaiute-nsn.gov	541-413-0866
8044	Vickie Clemens	Certified Coder/Billing	vickie.clemens@burnspaiute-nsn.gov	
8041	Conference Room			
	Mary Kennedy	Transportation	mary.kennedy@burnspaiute-nsn.gov	541-413-0745
	Family & Children Services Staff			
8043		Family & Children Services Dir.		
8053	Teresa Cowing	DV/SA Coordinator	teresa.cowing@burnspaiute-nsn.gov	541-413-0216
8006	Kristeny Soucie	DV/SA Coordinator	kristeny.soucie@burnspaiute-nsn.gov	
8048	Desiree Sam	CCDF/GA	desiree.sam@burnspaiute-nsn.gov	
1572	Elise Adams	Tu Wa Kii Nobi Coordinator	elise.adams@burnspaiute-nsn.gov	
1572	Desiree Sam	Tu Wa Kii Nobi Assistant	desiree.sam@burnspaiute-nsn.gov	
1573	Kitchen	Tu Wa Kii Nobi		
	Prevention Services			
8046		Prevention Dir/MH Coordinator		
8003	JoEllen Billington	A & D Program Coordinator	joellen.billington@burnspaiute-nsn.gov	541-589-2380
8005	Jody Richards	Prevention Coordinator	jody.richards@burnspaiute-nsn.gov	541-589-4595
8002	Lanette Humphrey	Suicide/Tobacco Program	lanette.humphrey@burnspaiute-nsn.gov	541-589-1633
	Maintenance			
8066	Charisse Soucie	Land Lease Comp/Maint Supervisor	charisse.soucie@burnspaiute-nsn.gov	
8091	Todd Richards	Maintenance	todd.richards@burnspaiute-nsn.gov	541-589-1299
8091	Derek Hawley	Maintenance	derek.hawley@burnspaiute-nsn.gov	
	Police Department 573-2793 Fax 573-3854 Dispatch 541-384-2080			
8073	Alan Johnson	Chief of Police	alan.johnson@burnspaiute-nsn.gov	541-589-1030
8072	Linda Beaver	Court Admin/Clerk	linda.beaver@burnspaiute-nsn.gov	
8076	Mike Schaff	Officer	michael.schaff@burnspaiute-nsn.gov	541-413-0382
8075	Cody Bennett	Officer	cody.bennett@burnspaiute-nsn.gov	541-589-5046
	Natural Resource 573-1375 Fax: 573-2323			
8021	Calla Hagle	Natural Resources Director	calla.hagle@burnspaiute-nsn.gov	
8086	Carter Crouch	Wildlife Program Manager	carter.crouch@burnspaiute-nsn.gov	
8084	Brandon Haslick	Fishery Program Manager	brandon.haslick@burnspaiute-nsn.gov	
8019	Brandon Palmer	Wildlife Biologist	brandon.palmer@burnspaiute-nsn.gov	
8018	Rebecca Fritz	Fisheries Biologist	rebecca.fritz@burnspaiute-nsn.gov	
8020	Jason Fenton	Environmental Manager	jason.fenton@burnspaiute-nsn.gov	541-589-2362
8022	Andrew Beers	Environmental Tech	andrew.beers@burnspaiute-nsn.gov	541-589-1979
8087	Rhonda Holtby	Administrative Assistant	rhonda.holtby@burnspaiute-nsn.gov	
	Jonesboro	Manager's House	541-277-3375 Fax: 541-277-3475	
	Lucas Samor	Site Manager	lucas.samor@burnspaiute-nsn.gov	
	Bunkhouse	541-277-2020		
	Cultural Resource			
8096	Diane Teeman	Culture & Heritage Director	diane.teeman@burnspaiute-nsn.gov	
8097	Lindsey Dick	Language Program Coordinator	lindsey.dick@burnspaiute-nsn.gov	
8089	Lonnie Teeman	Archaeological Tech/R&C Assistant	Lonnie.teeman@burnspaiute-nsn.gov	
8097	Charlotte Rodrique	Language Tech	charlotte.rodrique@burnspaiute-nsn.gov	
8097	Desiree Sam	Language Tech	desiree.sam@burnspaiute-nsn.gov	
8097	Jessique Jim	Language Tech/Arch Tech	Jessique.Jim@burnspaiute-nsn.gov	
8097	Danny Snapp	Language Tech/Arch Tech	danny.snapp@burnspaiute-nsn.gov	
8097	Keith Kennedy	Archaeological Tech	keith.kennedy@burnspaiute-nsn.gov	
	Esther Sam	Language Tech	esther.sam@burnspaiute-nsn.gov	
8007	Vanessa Bahe	Ed. Coord/Empl. Asst Coord.	vanesse.bahe@burnspaiute-nsn.gov	
	Enrollment			
8016	Beverly Beers	Enrollment	beverly.beers@burnspaiute-nsn.gov	
1910	Tribal Council 541-573-1910 Fax: 573-2012 BPTTribalCouncil@burnspaiute.onmicrosoft.com			
	Cecil Dick	Chairman	cecil.dick@burnspaiute-nsn.gov	541-589-5264
	Eric Hawley	Vice Chairman	eric.hawley@burnspaiute-nsn.gov	541-589-3104
	Diane Teeman	Secretary	jody.richards@burnspaiute-nsn.gov	
	Lucas Samor	Sgt. At Arms	lucas.samor@burnspaiute-nsn.gov	
	Tracy Kennedy	Council Member	tracy.kennedy@burnspaiute-nsn.gov	541-589-3920
	Jody Richards	Council Member	jody.richards@burnspaiute-nsn.gov	
	Gathering Center			
	Gathering Center Kitchen		address: 40 Pasigo St.	

**On Call ~ Transit Bus Operator
Burns Paiute Tribe ~ Transportation Department**

Number Of Positions: (1) one
Location: Burns, OR ~ Burns Paiute Reservation
Open: Until filled
Closes: Upon hire
Starting Date: As needed on call basis
Salary: \$11.00 hour (Nonexempt) / no benefits
Supervisor: Transportation Program Manager

Job Summary: This position is responsible for the safe, reliable and efficient operation of 15-passenger buses for the Tribally operated public transportation system. Operator will operate a passenger bus on a regular fixed- route with assigned schedules.

Essential Functions:

- Readies and inspects vehicle daily basis in order to insure safe and efficient operation of equipment.
- Operates a transit vehicle providing regular fixed-route transportation services to persons with disabilities and the general public.
- Will be assigned cellular phone for routine communication with supervisor, and support staff; to report accidents, emergencies, or other unusual situations related to equipment and/or passengers; and eventually to operate two-way radio with the dispatch center.
- Assist passengers boarding and disembarking from vehicle, and responsible for proper securement of passengers and mobility devices.
- Inspects all safety items, cleanliness and general appearance of the vehicle at least daily. Reports any equipment defects as prescribe to immediate supervisor.
- Will become familiar with the ADP Time Reporting System thru the use of the assigned cellular telephone.
- Maintains accurate logs of daily vehicle activity and various reports and submits to office as schedule.
- Promotes good passenger relations through courteous treatment of passengers and providing information regarding system operations, such as route and schedule information.
- Maintains clean appearance of driver's area.
- Maintains continual attendance on the coach, except for scheduled breaks, to ensure the security and safety of the coach and passengers.
- Returns and secures vehicle at current parking area in accordance with established procedures.
- Ability to safely operate a transit vehicle under all conditions of weather, roadways, and traffic while successfully dealing with passengers, route and schedule requirements.
- Ability to perform multi-task functions in what can sometime be a high-stress environment.
- Ability to gain operational knowledge of the system and every vehicle assigned.
- Knowledge of traffic laws and safety rules applicable to the transportation of passengers. New traffic law against the use of cellular phones when driving.

- Communicate effectively both orally and in writing.
- Work effectively with employees at all levels of the organization, outside agencies, and with the general public.
- Must be willing to work an 8-hour shift.
- Must maintain punctual and regular attendance to provide dependable service to the public.
- Ability to participate in a Tribal Operator Training Program.

Qualifications:

- Applicants must be at least 21 years of age at time of application, with at least five years of driving experience.
- Valid Oregon State driver's license at time of hire and ability to obtain a valid Commercial Drivers License (CDL) with appropriate endorsements within one year of hire and maintain licensing during length of employment.
- Must pass background check and a pre-employment drug and alcohol test and/or the failure to successfully pass a drug and alcohol test may result in refusal to hire.
- Obtain and maintain a valid and current CPR, First Aid Card, and Blood-Pathogen card within 6 months of hire and maintained thru-out employment.

Physical Requirements:

- Physical Ability to perform essential job functions including, but not limited to, sitting for extended periods of time, standing, walking, stooping/bending, pushing/pulling (approximately 20 lbs.), lifting (approximately 30 lbs.), and climbing (stairs)
- Full and complete use of all limbs to operate coach controls.
- Meets all minimum requirements of CLD Physical Standards

To Apply:

- Complete a Tribal Employment Application, with three work-related references; return the application and supporting documents to Human Resources Office, 100 Pasigo Street, Burns, OR 97720.

Indian preference:

- Indian preference will be given to candidates showing proof of enrollment in a federally recognized Tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preferences, age, religion, or national origin. Copy of Tribal Enrollment Card or Tribal Certified Indian Blood Form will be acceptable.

Tribal Council Office Assistant—Part-Time

Number of Positions: 1
Location: Burns, Oregon – Burns Paiute Reservation
Open: December 122019
Closes: Open until filled (initial application deadline Jan 28, 2020)
Starting Date: To be determined
Supervisor: Tribal Council (Secretary-Treasurer Lead Contact)
Contract: DOE/Part-time (10+ hours/week)

Position Summary: Under the supervision of the Burns Paiute Tribal Council, the Tribal Support Staff position is an integral part of the Burns Paiute Tribal Council Meetings with primary emphasis in recording and taking minutes in bi-weekly meetings.

Duties and Responsibilities:

1. Prepares minutes, agendas, reports, and other documents as needed or requested
2. Ability and the knowledge of the importance of maintaining strict confidentiality of all records and information pertinent to the nature of the work.
3. Works evening hours for scheduled meetings
4. Maintain established office hours (as agreed upon with the Tribal Council upon hire)
5. Other duties as assigned by the Tribal Council (as established through Tribal Council memorandum)

Required Qualifications:

- Have basic computer skills and be familiar with Microsoft Office
- Good communication and attention to detail
- Driver's License preferred

Successful Candidate must:

- ◆ Submit to and pass a urinalysis drug test.
- ◆ Agree to a criminal background check.
- ◆ Sign Confidentiality Clause.

Please submit application and resume by email to:
BPTribalcouncil@burnspaiute.onmicrosoft.com

The Title of your email should state:

Tribal Council Office Assistant Application Attn: Tribal Secretary-Treasurer

Indian Preference

Indian preference will be given to candidates **showing proof** of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

BURNS PAIUTE TRIBE

Job Announcement

Job Title: Language Technicians (1)
Department: Culture & Heritage
Reports to: Culture & Heritage Director
FLSA Status: Full time/permanent (+ benefits after probationary period)
Opens: Feb 7, 2020
Closes: Open until filled (applications received by 5pm February 21, 2020 will receive first consideration)
Salary: \$15.00 + doe

This Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTION

Language Technicians work both independently and as part of the language team to coordinate Wadatika Yaduan Language Program objectives and activities.

1. Assist Elder Language Experts in effectively completing voice recording of words and phrases in both English and Northern Paiute.
2. Maintain strict confidentiality of sensitive and/or intellectual proprietary information that may present itself during the language recording project such as cultural site locations, family stories, etc.
3. Work independently and as a team member to complete short-midrange, and long-term objectives of the language Strategic Plan, language grants, and the language program.
4. Demonstrate proficiency in Northern Paiute or be willing to actively work towards language proficiency
5. Maintain complete records of progress and outcomes of assigned program objectives.
6. Assist with language recording efforts as assigned.
7. Participate in and assist with field trips and project meetings related to the Language Project, as requested.
8. Participate and be engaged in the short, midrange, and long-term language team efforts as outlined the Wadatika Neme Yaduan Language Strategic Plan, with the Burns Paiute tribal community, Burns Paiute tribal staff, and Wadatika Neme Yaduan language.
9. Work as an integral member of the Language Team to coordinate regularly scheduled language events.
10. Maintain an impeccable attendance record.
11. Provide regular (weekly) detailed written and verbal progress updates to Language Team and Culture & Heritage Director.
12. Available for flexible work scheduling (day, evenings, weekends, some holidays)
13. Other duties as assigned.

Disclaimer

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

MINIMUM QUALIFICATIONS

- A. Ability to work effectively with tribal community Elders and youth (demonstrated experience preferred).
- B. Ability to work independently and as part of a team to complete assigned tasks in the time allotted
- C. Possess a working understanding of Indigenous Great Basin cultures, and the ability to assist in the incorporation of those cultural norms into research methods and practice.
- D. High energy individual with the ability to provide assistance and support to Elder Language Experts as they serve as expert language consultants with the Wadatika Yaduan Language Program.
- E. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
- F. Ability to communicate effectively, both orally and in writing;(understanding and/or conversational fluency in Northern Paiute, particularly in the Wadatika dialect, preferred.
- G. Willingness to actively work toward Wadatika Yaduan conversational proficiency.
- H. Valid Oregon Driver's License preferred. CDL a plus.
- I. Maintain First Aid/CPR certification

Indian Preference

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HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application and cover letter to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: beverly.beers@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm, or request one via email: beverly.beers@burnspaiute-nsn.gov

**Archaeologist
Burns Paiute Tribe**

Number of Positions: 1 – Archaeologist
Department: Culture & Heritage Department
Location: Burns, Oregon – Burns Paiute Reservation (Duty Station)
Open: Monday, April 22, 2019
Closes: Open Until filled
Supervisor: Culture & Heritage Department Director
Salary: Commensurate with GS 11
FLSA status: Exempt
Position Hours: 40+/hours per week/Seasonal

PRIMARY RESPONSIBILITIES: Acts as the Principal Investigator, under the supervision of the Director of the Culture & Heritage Department (C&HD), to provide professional and technical assessments within the field of archaeology, either alone or with other C&HD staff, to the Burns Paiute Tribe, as well as to public and private proponents, concerning compliance with the National Historic Preservation Act of 1966, the National and State Environmental Policy Acts, and other State, Federal, and Tribal laws protecting cultural resources and archaeological properties on the Burns Paiute Reservation and aboriginal lands of the Burns Paiute Tribe. Provide technical assistance in the identification of cultural resources, cultural resources sites, and areas of significance to the Burns Paiute Tribe, either alone or with a field crew. Perform or work with C&HD staff in the performance of cultural resources inventory surveys and subsurface investigations, when needed; anywhere C&HD cultural resources projects are to be carried out. Keep detailed records assuring completeness and accuracy of activities carried out in the field. Including filling out forms, keeping project or site notes, and supervising a crew in filling out required records as needed. Ensure that fieldwork is carried out in an efficient, professional manner. Track artifacts that have to undergo laboratory analyses. Keep field equipment clean and in working order.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the direction of the Director, act as the Principal Investigator (PI) to implement cultural resources projects, alone or with C&HD staff. Primarily, this consists of archaeological site inventories, filling out forms and field reports and records; Work with C&HD staff to conduct research and identify inventories of areas important to the Burns Paiute Tribe. Inventories shall consist of: file and literature searches and their interpretation, oral history interviews, field reconnaissance of cultural resource sites, updates of previously recorded cultural resource sites, and the recording of new sites and isolates. Formulate research design and conduct or work with C&HD staff to do field testing which may include subsurface testing, as warranted; Coordinate and lead field crews during cultural resources surveys or subsurface testing to carry out their work in a professional manner; that is surveying or excavation of proscribed manner and filling out forms and keeping records. Ensure that field crews act in a manner that is credit to the Burns Paiute Tribe at all times; Prepare and work with C&HD staff in the preparation of reports. Ensure that forms and records are complete and clearly written so the report writer can easily read and interpret them; Evaluate proposals for construction activities that could include the discovery, disturbance, excavation or removal of cultural or archaeological resources; make recommendations to the C&HD Director and project proponents regarding these proposals; Evaluate environmental documents and survey reports prepared by others pursuant to State and Federal statutes to ensure that they meet Federal historic preservation program standards and the needs of the Tribe; Monitor and/or work with C&HD staff in the monitoring of construction contract activities relating to cultural and archaeological resources; Support and assist the THPO in duties and functions as needed; Assist the Director in

the development of C&HD protocols and guidelines; Interact pro-actively as assigned by C&HD Director, with tribal government officials, tribal members, cultural resource professionals, and project proponents so that project planning occurs efficiently and effectively, cultural resources are protected, and project impacts to archaeological resources are mitigated; Oversee the storage of and maintenance of all field equipment such as: screens, shovels, trowels, tapes, survey pins. Ensure that the equipment is cleaned after field work, repaired or replaced if broken, and stored such that it is accessible to C&HD staff and others; Provide information and training to inform and educate Tribal officials and others in the theory, practice, and legal foundation of cultural resource management; Assist with budgets/excel experience preferred; Manage technical equipment, data, and files of GIS, GPR, and all other technical equipment; Prepare GIS data collected in the field map generation and transfer to appropriate agencies; Assist with managing the Review & Compliance Division of the Culture & Heritage Department as assigned; Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must meet the Secretary of Interior standards for a Professional Archaeologist. Register of Professional Archaeologist (RPA) membership preferred.
- Theoretical understanding and demonstrated experience of post-processual and/or Indigenous and decolonized archaeology required.
- Possess knowledge of the broad field of cultural resource management as it is reflected in Federal and State laws, regulations, and policies; the science and practice of archaeology generally and the Pacific Northwest and the Great Basin. Experience in tribal cultural resource management preferred.
- Ability to apply established program standards in all areas of the Burns Paiute Tribe's Culture & Heritage and Resources Management Program involving archaeology; maintain creditable working relationships with program partners.
- Ability to work nights, weekends, holidays, and extended work days as needed.

EDUCATION and EXPERIENCE: Master's Degree in Archaeology and a minimum of 3 years of related work experience including a strong background in Section 106 and the implementation and experience of consultation with Indian Tribes or federal agencies.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to work in a Northern Paiute/Native American community and be open to and inclusive of tribal cultural interpretations and traditions. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the tribal community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Must submit to a pre-employment drug and alcohol testing and/or the failure to successfully pass a drug and alcohol test may result in refusal to hire.

INDIAN PREFERENCE will be given to candidate showing proof of enrollment in a federally recognized tribe. In the absence of qualified Indian applicants, all qualified applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regards to Race, Color, Creed, Sex, Politics, Age, Religion or National Origin.

Questions may be directed to Diane L. Teerman, Culture & Heritage Department Director at 541-413-1190

Submit application, resume and Curriculum Vitae to:
Human Resource Department
100 Pasigo Street
Burns, OR 97720
Or fax to: 541-573-2323.

**On Call ~ Transit Bus Operator
Burns Paiute Tribe ~ Transportation Department**

Number Of Positions: (1) one
Location: Burns, OR ~ Burns Paiute Reservation
Open: Until filled
Closes: Upon hire
Starting Date: As needed on call basis
Salary: \$11.00 hour (Nonexempt) / no benefits
Supervisor: Transportation Program Manager

Job Summary: This position is responsible for the safe, reliable and efficient operation of 15-passenger buses for the Tribally operated public transportation system. Operator will operate a passenger bus on a regular fixed- route with assigned schedules.

Essential Functions:

- Readies and inspects vehicle daily basis in order to insure safe and efficient operation of equipment.
- Operates a transit vehicle providing regular fixed-route transportation services to persons with disabilities and the general public.
- Will be assigned cellular phone for routine communication with supervisor, and support staff; to report accidents, emergencies, or other unusual situations related to equipment and/or passengers; and eventually to operate two-way radio with the dispatch center.
- Assist passengers boarding and disembarking from vehicle, and responsible for proper securement of passengers and mobility devices.
- Inspects all safety items, cleanliness and general appearance of the vehicle at least daily. Reports any equipment defects as prescribe to immediate supervisor.
- Will become familiar with the ADP Time Reporting System thru the use of the assigned cellular telephone.
- Maintains accurate logs of daily vehicle activity and various reports and submits to office as schedule.
- Promotes good passenger relations through courteous treatment of passengers and providing information regarding system operations, such as route and schedule information.
- Maintains clean appearance of driver's area.
- Maintains continual attendance on the coach, except for scheduled breaks, to ensure the security and safety of the coach and passengers.
- Returns and secures vehicle at current parking area in accordance with established procedures.
- Ability to safely operate a transit vehicle under all conditions of weather, roadways, and traffic while successfully dealing with passengers, route and schedule requirements.
- Ability to perform multi-task functions in what can sometime be a high-stress environment.
- Ability to gain operational knowledge of the system and every vehicle assigned.
- Knowledge of traffic laws and safety rules applicable to the transportation of passengers. New traffic law against the use of cellular phones when driving.

- Communicate effectively both orally and in writing.
- Work effectively with employees at all levels of the organization, outside agencies, and with the general public.
- Must be willing to work an 8-hour shift.
- Must maintain punctual and regular attendance to provide dependable service to the public.
- Ability to participate in a Tribal Operator Training Program.

Qualifications:

- Applicants must be at least 21 years of age at time of application, with at least five years of driving experience.
- Valid Oregon State driver's license at time of hire and ability to obtain a valid Commercial Drivers License (CDL) with appropriate endorsements within one year of hire and maintain licensing during length of employment.
- Must pass background check and a pre-employment drug and alcohol test and/or the failure to successfully pass a drug and alcohol test may result in refusal to hire.
- Obtain and maintain a valid and current CPR, First Aid Card, and Blood-Pathogen card within 6 months of hire and maintained thru-out employment.

Physical Requirements:

- Physical Ability to perform essential job functions including, but not limited to, sitting for extended periods of time, standing, walking, stooping/bending, pushing/pulling (approximately 20 lbs.), lifting (approximately 30 lbs.), and climbing (stairs)
- Full and complete use of all limbs to operate coach controls.
- Meets all minimum requirements of CLD Physical Standards

To Apply:

- Complete a Tribal Employment Application, with three work-related references; return the application and supporting documents to Human Resources Office, 100 Pasigo Street, Burns, OR 97720.

Indian preference:

- Indian preference will be given to candidates showing proof of enrollment in a federally recognized Tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preferences, age, religion, or national origin. Copy of Tribal Enrollment Card or Tribal Certified Indian Blood Form will be acceptable.



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