



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

TERO OFFICER

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **TERO OFFICER**
Supervisor: Operations Manager
Location: Tribal Administration
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The TERO Officer leads the proactive enforcement of the Quileute Tribal Employment Rights Ordinance (TERO), ensuring Indian preference in employment, contracting, and training on or near the reservation. This role focuses on building cooperative relationships with employers and departments to promote compliance through education, workforce referrals, and supportive enforcement strategies. The TERO Officer works closely with Finance, Human Resources, and department Directors, Tribal agencies (QTE, QHA, QTS), and other entities conducting business on the reservation to ensure compliance plans, fee collections, and vendor oversight are effectively coordinated and documented.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Facilitate and negotiate TERO Compliance Plans with covered employers prior to project start.
- Conduct on-site monitoring and inspections to ensure adherence to TERO standards and compliance plan terms.
- Issue Notices of Non-Compliance or Citations of Violation when necessary and coordinate resolution steps.
- Work collaboratively with department Directors and project leads to address vendor or contractor non-compliance while minimizing disruption to operations.
- Maintain a TERO skills bank, refer qualified Tribal Members, and coordinate training, apprenticeship, and job placement initiatives in collaboration with internal departments and external partners.
- Ensure collection of TERO fees, including project-based or recurring assessments; coordinate with Finance to track revenue, reconcile accounts, and ensure compliance with approved allocation procedures.
- Develop and maintain systems for tracking compliance plans, workforce outcomes, and TERO revenue performance.
- Provide regular reports to the TERO Commission, Quileute Tribal Council, General Manager, Chief Financial Officer, and department Directors on TERO compliance and workforce statistics.
- Educate contractors, departments, and community members about TERO requirements through outreach sessions, presentations, and printed materials.
- Serve as liaison for complaints, assisting in mediation or referral to the TERO Commission when necessary.
- Administer certification processes for Quileute-Owned Businesses (QOBs) and Indian-Owned Businesses (IOBs), maintaining accurate and current vendor directories.
- Collaborate with Human Resources to integrate the TERO skills bank with recruitment processes and support Indian preference in hiring.

- Assist in preparing annual and quarterly reports, budgets, and performance summaries for presentation to the CFO and Tribal Council.
- Manage the TERO office and programs in a manner that satisfies relevant TERO-funding requirements.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of applicable policies, ordinances, and compliance requirements and how to apply them.
- Knowledge of contracting and basic employment and governance concepts.
- Knowledge of TERO or tribal governmental operations and related compliance or workforce development practices.
- Knowledge of Microsoft 365 and Microix and use of standard office software and databases.
- Experience with enforcement of regulatory practices.
- Effective written and verbal communication.
- Accurate recordkeeping and handling of confidential information.
- Strong negotiation and relationship-building skills.
- Ability to perform required physical tasks of the position.

WORK ENVIRONMENT:

Work is primarily performed in an office setting with periodic travel to project sites and community locations. The position requires occasional fieldwork, attendance at meetings, and interaction with contractors, Tribal members, and staff.

PHYSICAL DEMANDS:

Must be able to sit, stand, and walk for extended periods, and lift up to 25 pounds as needed. Evening or weekend hours may occasionally be required for inspections or community events.

SUPERVISORY RESPONSIBILITY:

None

QUALIFICATIONS:

Required Qualifications:

- Associate degree in business administration, human resources, or a related field, **AND**, 4 year's experience working in Tribal TERO programs or other workforce development and training.
- Valid Driver's License, ability to get a WA State Driver's License within 60 days, and insurable under the Tribe's policy.
- Must pass a background check and pre-employment drug screening.

Preferred Qualifications:

- Bachelor's degree in related field and experience in TERO, or work force development programs.

GENEROUS BENEFITS PACKAGE:

- Employer subsidized medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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