

36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Toll Free: 1-877-279-9097
Phone: 1-530-335-5421
Fax: 1-530-335-3140

Ajumawi • Aporige • Astaraiwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that since time immemorial have resided in the area known as the 100-mile square, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties in the State of California.

Job Posting

Position Title: Coordinator or Director of Environmental Programs
Reports to: Tribal Administrator
Annual Salary Range: \$65,520.00 to 75,000.00 (DOE)
FLSA Status: Exempt

POSITION SUMMARY:

Under the general direction of the Tribal Administrator, the Environmental Program Director is responsible for the capacity building and implementation of the Tribe's Environmental Program. The activities associated with capacity building and implementation include but are not limited to; completing an ongoing environmental assessment of Pit River Tribal Territory, providing the day to day management of the Tribe's Environmental Program; supervising staff conducting research and analyzing and interpreting data related to the environmental conditions on Pit River Tribal Lands; supervising and managing outside contractors and/or consultants assisting with the various activities of the Environmental Program; providing technical assistance to other tribal departments or programs with environmental issues; identifying and pursuing available funding for the Environmental Program; and interacts with the Tribal community on environmental issues affecting the Pit River Tribe.

DUTIES AND RESPONSIBILITIES:

1. Plans and lays out the scope of work according to generally accepted methods and standards for environmental or scientific research and data gathering.
2. Prepares and submits for review regular objective progress reports as part of the grant management and coordination responsibility charged to this position; is responsible for accomplishment of the approved work plans for the funded projects and the submittal of activity and exception reports.
3. Directs and supervises staff engaged in research, the organization and maintenance of Tribal environmental database, or in fieldwork involving environmental assessments or environmental impact statements.
4. Works collaboratively and amicably with the Tribal Administrator, CFO, Grants and Contract Specialist, HR Director and other Tribal Administration staff.
5. Provides information and assistance to other departments or divisions regarding NEPA, CEQA, AB-52, Executive Order B-10-11 and other applicable environmental legislation.
6. Prepares summary reports, budget information and grants report to granting agencies on a timely basis

regarding grants and contracts the Director oversees and provides the same information to the Grants and Contracts Compliance Specialist.

7. Reviews environmental checklists and environmental assessments prepared by Environmental Program staff or by other departments for conformance with NEPA requirements, help perform environmental assessments of tribal projects when required.
8. Organizes and conducts an evaluation of environmental conditions on the reservation, including water quality assessments, and standards in cooperation with the Indian Health Service and other Federal, State or local staff.
9. Collects data generated by other program staff or by multi-agency task forces and interprets data in formulation assessments about environmental conditions on Pit River Tribal lands.
10. Prepares a variety of analytical and program reports and makes effective verbal and written presentations or prepares material for presentation to the Tribal Council or a designated advisory committee of the Council.
11. Supervises the conduct of field surveys and investigations on the Tribal Lands related to the functional environmental program areas covered by the various grants funding the Environmental Program.
12. Provides public information on the Tribal Environmental programs to the tribal communities, other agencies, and tribal departments in collaboration and by direction of the Tribal Administrator.
13. Act as liaison on environmental matters with other agencies, departments, or planning sections in collaboration and by direction of the Tribal Administrator.
14. May be assigned other duties as required to meet the needs of the Tribe by the Tribal Administrator.
15. Identifies and prepares funding proposals and grant applications for the Environmental Program.

SUPERVISORY RESPONSIBILITIES:

Performs the full range of supervisor duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, capability of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction and guidance to subordinates on work matters. Develops departmental Staff Career development plans designed to improve the job-related effectiveness of each departmental employee. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

DESIRABLE QUALIFICATIONS: Familiar with the Pit River Tribe Land base.

MINIMUM QUALIFICATIONS:

- ✚ Academic education and formal training leading to a working knowledge of the objectives, principles, practices, standards, procedures, theories, trends and major informational references of environmental planning.
- ✚ Familiar with the applicable federal laws administered by EPA on Indian reservations.
- ✚ Knowledge of research and survey methodology commonly used to assess environmental impacts, and to classify or identify sources of environmental pollution or factors contributing to environmental degradation.
- ✚ General knowledge and practice in data collection and analysis techniques, and in formulating regulatory procedures and qualitative standards.
- ✚ Practice in evaluating the negative impacts of environmental degradation from a cultural or social perspective.
- ✚ Ability to understand and apply federal laws, regulations, policies, procedures, and program standards in the environmental assessment and planning process and in accomplishing the goals of the program.
- ✚ Demonstrated ability to research, analyze, and summarize data using a variety of computer models and technical software applications; possess a high level of technical competence in computer use.

- ✦ Able to prepare clear, concise, and complete technical documents, reports, correspondence and other written materials and provide those documents to the Tribal Council and Tribal Administrator.
- ✦ Ability to make persuasive presentation of ideas and technical recommendations.
- ✦ Skill and experience in supervision of professional and technical staff and in functioning as a member of a technical workgroup or in a multi-disciplinary team environment.
- ✦ Able to exercise sound independent judgment within established guidelines and protocol.
- ✦ Must possess a valid California Driver's License.
- ✦ Must be willing to travel on the remote areas within River Tribal Territory.

EDUCATION/EXPERIENCE: A Baccalaureate Degree in Environmental Science, Natural Resource Management, Forestry or a closely related discipline, and seven (5) years of progressively responsible experience supervising professional staff engaged in analysis of impacts of proposed projects on natural or cultural resources.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol-Free Work Place Policy including pre-employment screening and background check. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Language skills: Must have the ability to read and comprehend simple instructions, short correspondence, and memos, also to write simple correspondence. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
3. Reasoning ability: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving

Native American and Tribal Member Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Note: This position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness

The Pit River Tribe offers a comprehensive Health (Medical-Dental-Eye and Life) Insurance package, Supplementary Cancer and Accidental insurance as well as enrollment in 401K and Flex Benefits after successful completion of probationary period as determined by the Tribal Administrator

Contact:

Elizabeth Asahi Sato, Human Resource Director
 Human Resources Department
 36970 Park Avenue
 Burney, California 96013
 (530)335-5421 ext.1208
 (530)335-3140 Fax
 HR@pitrivertribe.org
<http://pitrivertribe.org/>

Application Deadline extended: 12/14/2018 at 5:00pm