



POSITION DESCRIPTION

Job Title: Director, Office of Environmental Planning & Protection (OEPP)
Reports To: Tribal Administrative Officer
Supervises: Environmental Program Staff
Salary Range: MIT Grade 12-14, Exempt

Position Summary

The Environmental Director is responsible for the management and successful implementation of the Tribe's environmental objectives. Under the guidance of the Tribal Council, the Director develops and implements strategic goals and activities related to environmental protection, land use management, and threats to human health. The OEPP Director manages, supervises, and coordinates the monitoring and protection of land, air, and water resources for the Tribe in light of its economic, cultural, and political objectives. The Director oversees the application for and administration of environmental and natural resource grant funds, and s/he is responsible for the Tribe's outreach program to promote input and participation from the tribal community regarding environmental issues, training opportunities, and environmental education.

Specific Responsibilities

1. Responsible for achieving grant objectives and deliverables on time.
2. Draft interim and final reports detailing funding outcomes for granting agencies.
3. Plan and manage environmental programs and field surveys.
4. Develop annual budget and work plan for OEPP.
5. Monitor program budget for compliance and make work plan revisions as necessary.
6. Provide the necessary resources, contacts, and materials to other departments, tribal entities, and Tribal Council to enable them to make informed environmental decisions.
7. Supervise technical and administrative staff within the OEPP.
8. Develop bid packages, review proposals, and administer contracts (environmental and cultural).
9. Seek funding opportunities and prepare grant proposals.
10. Liaise with outside agencies and coordinate with consultants.
11. Under the guidance of the Tribal Council, develop ordinances pertaining to environmental quality and enforcement procedures.
12. Act as primary contact for consultation when so designated by the Tribal Council.
13. Develop and maintain agency consultation regarding potential impacts to cultural resources.
14. Ensure the protection and/or proper mitigation of cultural and historical properties and rights of the Tribe by coordinating and implementing site monitoring for activities that could impact historic resources.

15. Obtain and compile records of cultural sites and compile to better assess impacts to prehistoric and historic resources.
16. Other environmental department and cultural duties as assigned.

Qualifications

1. Bachelor of Science degree in Natural Resources or related field, or a Bachelor of Arts degree in Environmental Policy, Public Policy, or a related field, and two (2) years of related experience; or six (6) years of progressively responsible experience in environmental planning, protection, and programs.
2. Knowledge of environmental sciences, field surveying techniques, and ability to supervise field investigations.
3. Ability to understand, analyze, interpret, and apply federal and state laws and regulations pertaining to environmental programs.
4. Effective verbal and written communication skills for working effectively with regulatory agencies, regulated community, the public, and city and county personnel.
5. Ability to plan programs, evaluate progress, and meet deadlines.
6. Ability to work independently and as part of a team.
7. Knowledge of federal and state environmental regulatory structure.
8. Management skills, including ability to organize, prioritize, and evaluate work, as well as supervise, motivate, and direct the work of technical and administrative staff.
9. Ability to utilize Microsoft Office Suite.
10. Knowledge of computerized mapping tools, such as GPS and ArcGIS.
11. Ability to make sound decisions in a manner consistent with essential job functions.
12. Experience working with Native American communities desirable.

Other Requirements

1. Must be eligible for coverage under the Tribe's vehicle insurance policy. Must possess a valid California driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours.
2. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
3. This work involves some physical exertion, such as long periods of standing; walking over rough, wet, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching; or similar activities; and recurrent lifting of moderately heavy items (50 pounds or more).
4. Must be able to satisfactorily complete a background check, fingerprint live scan, and pre-employment physical, if applicable.
5. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test pursuant to the Drug-Free Workplace Act of 1988.