



Resighini Rancheria Job Description

Job Title: Natural Resources Director
Department: Natural Resources Department
Reports to: Executive Director
FLSA Status: Exempt
Salary: GS 12/13 (\$77,488-\$119,787)

SUMMARY: The Natural Resources Director is responsible for overseeing the overall protection of the environment in and around the Resighini Rancheria. This position is within the Natural Resources Department and is supervised by the Executive Director. The Natural Resources Director supervises department staff, including program managers, coordinators, and/or technicians. This is a multi-discipline position responsible for ensuring successful implementation of all natural resources and environmental related programs and initiatives of the Tribe. This includes overseeing the existing programs, such as Environmental Protection Agency (EPA) General Assistance Program (GAP), EPA Clean Water Act § 106, Clean Water Act § 319, Wetlands, and the domestic water system as well expanding the capacity of the Tribe in natural resources areas, including fisheries, marine, climate change resilience, cultural resources protection, habitat restoration, environmental education, wastewater, and land management. This position is primarily grant funded and grant writing and management is a necessary function.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the guidance and direction of the Executive Director:

- Lead the Natural Resources Demonstrated experience in securing and managing federal and/or state grants in related field.
- Must have the ability to use, with a high level of competency, Microsoft Office programs.
- Must have the ability to communicate clearly, both orally and in writing and express one's self clearly and concisely for purposes of correspondence, reports, and communication between workers, with Tribal Council, and with outside entities.
- Must have the ability to read, analyze, and interpret general written information, professional reports and safety materials.
- Must be a team player and be flexible to adapt to changing circumstances.
- Must possess the ability and desire to work with the Resighini Rancheria tribal community.
- Must be willing to travel as needed, including by airplane, to attend conferences and trainings.
- Must have a valid driver's license and be insurable.
- Department in an effort to oversee the overall protection of the environment of the Resighini Rancheria.
- Day-to-day administration of programmatic, technical and financial information related to the Department.
- Oversee and assist program managers in meeting the responsibilities of their respective grants, including Environmental Protection Agency (EPA) General Assistance Program (GAP), EPA Clean Water Act § 106, Clean Water Act § 319, and Wetlands.
- Responsible for and oversight of grant writing, grants management, and related reporting.
- Work with legal counsel to develop and/or update Department-associated Tribal Ordinances.
- Create resolutions, policies & procedures, standard operating procedures and other administrative materials to implement Department-associated Tribal ordinances.
- Manage and develop budgets for the Tribal Annual Budget process and grants/contract



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- purposes in coordination with the Fiscal Department.
- Provide monthly reports to the Tribal Council and seek their guidance and approval, as needed.
- Work with the Tribal community and Rancheria residences to address natural resources issues that affect the Tribe.
- Work with federal, tribal, state, and local governmental entities, the private sector, and the public to address natural resources issues that affect the Tribe.
- Seek to expand the capacity of the Department and existing programs to protect the natural resources of the Rancheria, including specifically fisheries and marine.
- Assist in NEPA and/or CEQA compliance on Tribal projects and/or projects that have the potential to impact the Tribe.
- Advocate on behalf of the Tribe in the areas of natural resources protection.
- Organize and convene planning meetings, trainings, and other events, as required, including developing outreach materials.
- Develop Council resolutions, revise policies and procedures, and develop other administration materials necessary.
- Other duties, as assigned.

SUPERVISORY RESPONSIBILITIES: This position has supervisory responsibilities.

MINIMUM JOB QUALIFICATIONS: To perform this job successfully, an individual must be able to perform all essential duties satisfactorily and have initiative to work independently to accomplish the tasks required. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA/BS degree in natural resources, environmental resources management, biology, zoology, fisheries, or related field.
- 1-2 years of supervisory work experience.
- 3-5 years of experience working in environmental protection/natural resource management.
- Demonstrated experience in securing and managing federal and/or state grants in related field.
- Must have the ability to use, with a high level of competency, Microsoft Office programs.
- Must have the ability to communicate clearly, both orally and in writing and express one's self clearly and concisely for purposes of correspondence, reports, and communication between workers, with Tribal Council, and with outside entities.
- Must have the ability to read, analyze, and interpret general written information, professional reports and safety materials.
- Must be a team player and be flexible to adapt to changing circumstances.
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PREFERRED JOB QUALIFICATIONS:

- Knowledge of Yurok culture and language.
- 3-5 years of experience working in Tribal communities and/or for a Tribal government.



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- MA/MS degree in related field.
- 1-2 years of experience working in the lower Klamath River watershed.

CONDITIONS of EMPLOYMENT:

- Position is a full-time position.
- Position is grant-funded and, therefore, dependent on securing grant award(s).
- All applicants are subject to the Tribe's Substance Abuse Policy, including pre-employment screening.
- All applicants will acknowledge and abide by all Resighini Rancheria personnel and other policies and procedures.
- Preference will be given to qualified Native American applicants subject to the Tribe's Human Resources Policy & Procedures.
- Must be able to navigate and hike in rugged and remote areas. The employee must occasionally lift and/or move up to 50 pounds.

By signing, I acknowledge receiving a copy of this job description and I understand the content and expectations of the position.

Applicant

Date

Executive Director

Date