

**SUSANVILLE INDIAN RANCHERIA**  
**745 Joaquin Street**  
**Susanville, CA 96130**

**POSITION ANNOUNCEMENT**

POSITION: Environmental Coordinator  
DATE OF ANNOUNCEMENT: April 15, 2016  
CLOSING DATE: April 25, 2016  
Hours: Full Time – 40 hours per week  
Salary: \$18.00 - \$20.00/hr

**GENERAL STATEMENT OF RESPONSIBILITY:**

The Environmental Coordinator manages environmental protection activities to improve human health, ecological and natural resource conditions on or near the Susanville Indian Rancheria. Duties include conducting research, data collection and management, data analysis, environmental assessment and review, regulatory compliance, and fieldwork related to land, water, air, vegetation, wildlife, pollution, water quality and other environmental issues. The Environmental Coordinator organizes and participates in forestry projects and directs the Forestry Crew Supervisor on forest health and habitat improvement activities.

**SPECIFIC RESPONSIBILITIES**

1. Assists in administering activities under Environmental Protection Administration (EPA) General Assistance Program and EPA Clean Water Act grants.
2. Writes, implements and reviews detailed environmental management plans.
3. Implements studies and collects data on the local environment including soil contamination, water quality, pollution, fish and wildlife, native and invasive plants, range and forestry practices.
4. Participates in environmental activities including recycling, composting and household hazardous waste collection.
5. Gathers geospatial data with GPS and creates databases and maps in ArcGIS.
6. Develops reports in a timely manner and meets all reporting deadlines.

7. Provides environmental outreach and education to the community including directing environmental and cultural activities with youth, developing outreach materials for the tribal community, presenting environmental information to the tribal community and reporting on environmental efforts in the SIR newsletter.
8. Assists in developing grant narratives, objectives, budgets, cost estimates and identifies new funding sources.
9. Assists in developing and drafting SIR environmental codes and ordinances.
10. Serves as primary contact for SIR Wildland Fire response.
11. Prepares invoices, payment applications and seeks reimbursement for project and grant activities.
12. Attends environmental and forestry training sessions, conferences and meetings and becomes involved in local, regional and national environmental coalitions and workgroups.
13. Improves staff effectiveness by coaching, training and recommending disciplinary action for employees; planning, delegating and monitoring job tasks in a timely manner.
14. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
15. Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Four-year college degree in environmental science, natural resources, or related scientific field or five years of work experience in a related environmental field.
2. Two years of supervisory experience.
3. Four years of computer experience in Microsoft Windows software including Word, Excel, Outlook, Publisher and PowerPoint.
4. Two years of experience organizing data and producing maps in ArcGIS.
5. Two years of experience performing natural resources data collection and analysis.
6. Ability to obtain Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certification within 3 months of hire.
7. Experience implementing and administering grant objectives, budgets and work plans.
8. Experience writing environmental plans and reports.

9. Experience directing forestry work including trail maintenance, forest health improvement or habitat management activities.
10. Must have strong written, verbal communication, organizational and fieldwork skills.
11. Must be willing to travel for work.
12. Must be able to lift at least twenty-five pounds to carry and move supplies and equipment.
12. Must have a valid driver's license with no more than 5 MVR points and insurable as determined by the SIR insurance provider.
13. Must be able to relate to Native Americans and work effectively with Tribal Leaders, staff, government agencies and the public.

Preference will be given to Native Americans (42 CFR 36.221).