



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130

POSITION ANNOUNCEMENT

Position: Natural Resource Director
Date of announcement: July 8, 2016
Closing Date: July 20, 2016
Hours: Full Time
Salary: \$55,000.00 - \$65,000.00/yr - DOE

GENERAL STATEMENT OF RESPONSIBILITY:

The Natural Resource Director oversees the natural resource program infrastructure in the form of personnel, performs natural resource assessments, writes and prioritizes plans and policies to improve natural resource conditions on the Susanville Indian Rancheria, those lands governed by the Tribe, and works with other agencies and organizations to protect natural resources on non-tribal lands that are important for traditional, cultural, and spiritual uses. Attention will be focused on: environmental programs including environmental inventory and planning, solid and household hazardous waste, safe drinking water, water quality, non-point source pollution, and environmental education and outreach; cultural programs including tribal historic preservation, consultation and collaboration with agencies and organizations to protect environmental and cultural resources on non-tribal lands, and repatriation of NAGPRA-related items; forestry and fire programs including hazardous fuels reduction, trails maintenance, and wildland fire response; and development of fish, wildlife, and habitat improvement programs.

SPECIFIC RESPONSIBILITIES

1. Responsible for protecting the Tribe's natural and cultural resources and implementing plans and policies to improve natural resource conditions, including planning to protect tribal environmental, cultural and natural resources, mapping of resources on tribal lands and assisting in the Tribe's overall land use and strategic planning.
2. Administer U.S Environmental Protection Agency (EPA) grants including the General Assistance Program and Clean Water Act grants awarded to the Susanville Indian Rancheria. Implement a detailed environmental management plan, guide corrective actions, resolve issues rising from overlapping or conflicting jurisdictions, establish a tribal frame work that will guide environmental laws, codes, ordinances, etc.
3. Meet with the Tribal Business Council, tribal community (to include the tribal elders and cultural groups) and tribal program managers on a monthly basis.

4. Develop environmental plans, reports, and environmental assessments and present these to the various tribal groups.
5. Develop and implement solid waste programs including recycling, composting, and household hazardous waste collection programs.
6. Implement water quality monitoring program, develop water quality standards and criteria, and work toward obtaining Treatment as State (TAS) status from the EPA.
7. Implement studies on the local environment including soil contamination, water quality, forest health, fish and wildlife, etc.
8. Contact and advise the Tribal Business Council on entering into contracts with experts and specialists in natural and cultural resources as funding and resources become available.
9. Review and comment on Tribal Environmental compliance documents developed to meet National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), Forest Practice Act (FPA), National Historic Preservation Act (NHPA), Tribal Gaming Compact Environmental Ordinance requirements to ensure that the tribe is adequately disclosing and mitigating for potential effects of proposed projects.
10. Collect geospatial data and develop Geographic Information System (GIS) databases on tribal resources including: natural, environmental, and cultural resources on tribal and non-tribal lands to assist the tribal government with master, strategic, and land use planning as well as efforts to acquire additional lands to support future tribal growth.
11. Develop environmental, land use, and forestry management plans for tribal properties and assist with other tribal planning efforts where needed.
12. Will be responsible for doing cost estimates on environmental research, seeking additional information for and establishing program responsibilities and deadlines.
13. Submit required reports on a timely basis including financial and progress reports required by grant funding sources and monthly report to the Tribal Business Council (TBC).
14. Provide environmental outreach and education to the tribal community and the Tribal Business Council. This will include:
 - A. Keeping the tribal community informed about the environmental and cultural efforts of the Tribe by hosting tribal community activities, events and meetings, and developing a quarterly department newsletter. This will include informing the community about the environmental assessment prior to conducting studies and reporting the findings of the assessment upon its completion.

- B. Providing updates to the Tribal Business Council on projects, educating them on the environmental concerns that are identified, federal and state environmental laws, and recommendations for action to pursue compliance that is conducive to Tribal environmental issues.
15. Seek funding to enhance and maintain the Tribe's environmental protection infrastructure, cultural resource program, forestry and fuels program, and fish, wildlife and habitat restoration programs to continue to protect tribal natural, cultural, and environmental resources. This will include submitting grant and contract applications to the Administration for Native American (ANA), EPA, United States Fish and Wildlife Service (USFWS), Natural Resources Conservation Service (NRCS), Bureau of Indian Affairs (BIA), National Park Service (NPS), and other appropriate funding sources.
 16. Draft tribal environmental, natural resource, and cultural codes and ordinances consistent with Tribal constitutional requirements.
 17. Be responsible for attending training sessions, conferences, and meetings and becoming involved in local, regional and national environmental coalitions and organizations.
 18. Train, supervise and evaluate, in a timely manner, personnel necessary to complete natural and cultural resource program requirements.
 19. Participate in meetings of the Tribal Government Liaison Committee (TGLC). Assist with implementing the goals and objectives of the TGLC.
 20. Manage the operation of the Tribal Historic Preservation Office (THPO).
 21. Work to repatriate human remains and cultural items subject to the Native American Graves Protection and Repatriation Act (NAGPRA).
 22. Develop and implement Tribal Language Preservation Programs.
 23. Work with the SIR Education Program to develop cultural and environmental programs and activities.
 24. Develop and implement Forestry Management and Wildland Fire Response Programs to improve forest health, protect tribal housing and other facilities from forest fires, restore native habitats, and create economic development opportunities.
 25. Seek funding to implement the Tribal Youth Conservation Crew (TYCC) to teach and train youth to implement a variety of natural resource projects.
 26. Develop and implement a Tribal Wildland Fire Response Program.
 27. Work with Federal, State, local, and tribal agencies and organizations to protect, restore, and enhance traditionally important fish, wildlife, and botanical resources.

28. Implement habitat improvement projects to restore wetlands, burned areas and other native habitats on tribal lands.
29. Contribute to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
30. Other duties as assigned

MINIMUM QUALIFICATIONS

1. BS in Environmental Science, Environmental Engineering, Natural Resources or similar discipline with four (4) years proven track record in the environmental management field.
2. Experience as a program director of federal grants. Must be able to develop, implement and administer grant objectives, work plans and budgets.
3. Must have the ability to use a variety of computer software programs including ArcGIS, Adobe, Microsoft Office Word, Powerpoint and Excel and be an expert in utilizing the Internet and online databases to submit reports and research funding opportunities.
4. Four (4) years supervisory experience.
5. Three (3) years managerial experience.
6. Two (2) years experience working with ArcGIS mapping software and ability to produce maps.
7. Experience managing environmental programs, collecting data and producing statistical analyses and reports.
8. Experience producing environmental assessments and plans.
9. Experience collecting water quality data and producing water quality assessments and reports.
10. Experience managing forestry and fuels reduction projects.
11. Knowledge of Indian Communities, their organizational structure and basic understanding of Indian law and environmental issues facing Tribes today.
12. Ability to work effectively with Tribal Leaders and staff and other governmental personnel.
13. Must be able to interpret and use statistical, geographical and other forms of environmental data as required.

14. Strong oral and written communication skills.
15. Ability to resolve conflicts and maintain a positive work environment.
16. Must possess a valid drivers license with no more than five (5) MVR points and be insurable as determined by the Susanville Indian Rancheria insurance provider.
17. Must be willing to travel.
18. Must be able to relate to Native Americans.

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