



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: April 1, 2021

CLOSING DATE OF ANNOUNCEMENT: Until Filled
First Cut-Off Date - April 15, 2021
Second Cut-Off Date - April 29, 2021
Third Cut-Off Date - May 13, 2021
Final Cut-Off Date - May 27, 2021

POSITION TITLE: Director of Natural Resources

SUPERVISES: Yes

STARTING SALARY: \$73,840.00 to \$92,289.60 depending on experience

GRADE: 16

FLSA STATUS: Exempt

NUMBER OF POSITIONS: 1

STATUS: Permanent

HOURS: Full Time

BENEFITS: Highly competitive package **See below*

SUBJECT TO P.L. 101-630: Yes - This position works with and around our children and youth and is therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

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 AREAS OF 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 framework that will guide environmental laws, codes, ordinances, etc.
3. Maintain an updated Tribal Environmental Plan (TEP) which will have clearly defined SIR environmental priorities, goals, objectives, anticipated outcomes, and implementation process that reflect/include newly acquired tribal property.
4. Meet with the Tribal Business Council, tribal community (to include the tribal elders and cultural groups) and tribal program managers monthly.
5. Develop environmental plans, technical reports, and environmental assessments and present these to the various tribal groups.
6. Develop and implement solid waste programs including recycling, composting, and household hazardous waste collection programs.
7. Implement water quality monitoring program, develop water quality standards and criteria, and work toward obtaining Treatment as State (TAS) status from the EPA.
8. Implement studies on the local environment including soil contamination, water quality, forest health, fish, and wildlife, etc.
9. Contact and advise the Tribal Business Council on entering contracts with experts and specialists in natural and cultural resources as funding and resources become available.
10. 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.
11. 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.

12. Develop environmental, land use, and forestry management plans for tribal properties and assist with other tribal planning efforts where needed.
13. Will be responsible for conducting environmental research, seeking additional information and additional grant opportunities and project ideas to expand SIR environmental programs.
14. 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).
15. 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.
16. 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), Environmental Protection Agency (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.
17. Draft tribal environmental, natural resource, and cultural codes and ordinances consistent with Tribal constitutional requirements.
18. Be responsible for attending training sessions, conferences, and meetings and becoming involved in local, regional, and national environmental coalitions and organizations.
19. Train, supervise and evaluate, in a timely manner, personnel necessary to complete natural and cultural resource program requirements.
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. Other duties as assigned

KNOWLEDGE SKILLS AND ABILITIES:

- A. 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.
- B. Ability to work effectively with Tribal Leaders, staff, and other governmental personnel.
- C. Skill to interpret and use statistical, geographical, and other forms of environmental data as required.
- D. Strong oral and written communication skills.
- E. Ability to resolve conflicts and maintain a positive work environment.
- F. Knowledge of Indian Communities, their organizational structure and basic understanding of Indian law and environmental issues facing Tribes today.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check **OR** pre-employment background check.

4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Bachelor's Degree in Environmental Science, Environmental Engineering, Natural Resources, or similar discipline with five (5) years proven track record in the environmental management field. Master's Degree is preferred. Experience equivalency may be considered.
7. Experience as a program director of federal grants. Must be able to develop, implement and administer grant objectives, work plans and budgets.
8. Four (4) years supervisory experience.
9. Three (3) years managerial experience.
10. Two (2) years' experience working with ArcGIS mapping software and ability to produce maps.
11. Experience managing environmental programs, collecting data, and producing statistical analyses and reports.
12. Experience conducting environmental assessments and production of relevant plans.
13. Experience collecting water quality data and producing water quality assessments reports
14. Experience managing forestry and fuels reduction projects.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.

2. WORKING ENVIRONMENT: Occasional exposure to objectional conditions or variations such as those found in variable weather conditions or light industrial settings.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.

- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
 2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
 3rd Preference: All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to jrobes@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.