

POSITION DESCRIPTION

Title: Environmental Programs Assistant

Reports To: Natural Resources Director or appointee

Location: Orleans, CA; Department of Natural Resources

Salary: \$11.00 to \$16.00 per hour, depending on experience

Classification: Full time, Regular, Non-Exempt, Non Entry Level

Summary: The Environmental Programs Assistant shall assist in all aspects of coordination of Natural Resources Program goals.

Responsibilities:

1. Shall prepare, submit and track invoices for select reimbursable contracts.
2. Shall oversee all processing of travel for DNR staff and tribal delegates. This shall include the ability to coordinate large group travel and international travel arrangements.
3. Shall prepare select position descriptions and arrange hiring with program coordinators and Human Resources Manager.
4. Shall be primary contact for departmental telephone messaging and communication system.
5. Shall prepare and edit inter-departmental and inter-agency correspondence.
6. Shall assist select staff in preparing presentations and reports for meetings and outreach events, including detailed research and editing of presentations.
7. Shall participate and document Departmental meeting minutes as needed.
8. Shall prepare personnel correspondence and disciplinary documentation as directed by the departmental Director while maintaining confidentiality as defined in the Tribe's Personnel Policy.
9. Shall be responsible for requesting and maintaining all professional/governmental discounts and deals with vendors, as well as all ordering associated with these accounts.
10. Shall research and develop grant proposals.
11. Shall prepare, track, and review select project budgets; while consulting with Contract Compliance Officer and fiscal staff.

12. Shall prepare project RFP's and announcements with Human Resources Manager.
13. Shall assist in the development of Natural Resources related consultant contracts and prepare select consultant contracts for approval by Director.
14. Shall be capable of working under pressure to meet deadlines and assisting program coordinators to meet deadlines.
15. Assist select Natural Resources staff with submittal of monthly program narratives to Department Director.
16. Shall assist Fire Program Coordinator in administration of 20 person Bureau of Indian Affairs (BIA) sponsored wildland fire crew.
17. Shall prepare and submit all fire crew documentation to appropriate BIA contacts.
18. Shall perform all human resources tasks related to Tribal fire crew while maintaining confidentiality as defined in the Tribe's Personnel Policy.
19. Shall coordinate all fire crew trainings and assignment deployment.
20. Other job related duties as assigned.

Qualifications/Requirements:

1. Have a minimum of two years professional administrative experience, Environmental Program experience preferred.
2. Have excellent verbal and written communication skills.
3. Have proficient mathematical skills.
4. Demonstrated ability to use computer data, word processing, and spreadsheet application programs as professional tools.
5. Ability to establish and maintain harmonious working relationships with other employees and the public.
6. Shall be available for local and out of the area travel as required for job related duties and training. Shall attend all required meetings and functions as requested.
7. Must possess high school diploma or equivalent.
8. Must possess valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to all policies and procedures outlined in the Karuk Tribe of California Personnel and Travel Policies.
10. Must successfully pass a pre employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance (93-0-01), Tribal preference will be observed in hiring.

Tribal Council Approved: December 5, 2007

Employee's Signature: _____

Chairman's Signature: _____