

## **POSITION DESCRIPTION**

**Title:** Water Resources Coordinator

**Reports To:** Director of Natural Resources and Environmental Policy

**Location:** Somes Bar Workstation

**Salary:** \$32,000 to \$36,000, depending on experience

**Summary:** The Water Resources Coordinator receives direct supervision from the Karuk Tribe's Director of Natural Resources in the strategic and long-range planning of Karuk Tribal Water Management. The Water Resources Coordinator will be responsible for administering water quality programs to enhance the quality of water flowing into and from the Karuk Tribe of California's Ancestral Territory.

**Classification:** Full Time, Non-Exempt, Non-Entry Level

**Responsibilities:**

1. Shall, under the supervision of the Director of Natural Resources, be responsible for administering the Karuk Tribe of California's water resources related programs.
2. Shall write water resources related grant proposals that will help to maintain and enhance the quality of water flowing into and from the Karuk Tribe of California's Ancestral Territory.
3. Shall write water resources related work plans that reflect activities directly related to Tribal Water bodies and their improvement in water quality.
4. Shall write water resources related consultant contracts and scopes of work to help achieve the water quality goals of the Karuk Tribe.
5. Shall write water quality resources related progress and final reports to demonstrate the Karuk Tribe's progress in attaining Tribal water quality and water resource related goals.
6. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
7. Other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.

2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess a Bachelor of Science Degree in Water Quality, Natural Resources or other related field.
2. Must possess at least five years of combined experience dealing with water quality related issues and watershed restoration.
3. Must have knowledge of Karuk Tribal Traditions and demonstrated ability to work effectively with Native American people in a culturally diverse environment.
4. Must have knowledge and experience in natural resources processes.
5. Must have demonstrated ability to manage grant programs, work independently, and maintain grant related time schedules.
6. Must have knowledge and proficiency in use of ARC View and related GIS software.
7. Must have knowledge of pertinent water quality monitoring equipment, maintenance procedures, and quality assurance protocols.
8. Must have advanced skills in the assessment and interpretation of land uses and their relationship to water quality.
9. Must possess valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to confidentiality policy.
11. 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.

**Council Approved: August 2, 2000, Revised August 28, 2003**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_