

POSITION DESCRIPTION

Title: Environmental Administrative Coordinator

Reports To: Natural Resources Director

Location: Department of Natural Resources, Orleans, CA

Salary: \$24,640 to \$39,200, depending on experience

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

Summary: The Environmental Administrative Coordinator shall receive direct supervision from the Natural Resources Director. The Environmental Administrative Coordinator shall assist in all technical, public, and environmental forums, as directed by supervisor. The Environmental Administrative Coordinator shall develop, administer, and assist in the management of environmental program deliverables and funds. In addition, the Environmental Administrative Coordinator shall assist the Natural Resources Director in working cooperatively with Federal, State, and local agencies to achieve the goal of the Karuk Tribe of California.

Responsibilities:

1. Work with Department Director in all aspects of departmental budgeting, consulting with Contract Compliance Officer and Chief Fiscal Officer.
2. Be responsible for the development and administration all Natural Resources related consultant contracts.
3. Review monthly fiscal documentation and prepare budget modifications, when necessary, for submission to Department Director.
4. Complete all procurement documentation processes for program supply and equipment acquisitions.
5. Assist Department Director and program coordinators in public relations functions for matters relating to program activities.
6. Assist the Department Director in all aspects of human resources coordination and management; while maintaining a collaborative working relationship with Karuk Tribe Human Resources staff.

7. Supervise select Natural Resources clerical and support staff, as assigned.
8. Develop monthly Tribal Council Report for review by Department Director.
9. 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.
10. Other job related duties as assigned.

Qualifications/Requirements:

1. Bachelors of Science in Business Administration or related field is preferred / or minimum of five years professional experience working for governments or tribal coalition in managing environmental programs.
2. Experience in the development and oversight of Tribal, Federal, and State grants, contracts and agreements.
3. Must have knowledge of human resource processes and practical experience in staff supervision.
4. Have excellent verbal and written communication skills.
5. Have experience in negotiation based communications and conflict resolution processes.
6. Must have experience in initiating and following through on complex financial management tasks.
7. Must have excellent mathematical skills.
8. Must have excellent time management and multi-tasking skills.
9. Must have demonstrated ability to use computer data, word processing, and spreadsheet application programs as professional tools.
10. Have demonstrated abilities to respond effectively to unforeseeable complications in the performance of assigned duties.
11. Must possess a valid California driver's license, good driving record, reliable transportation and be insurable by the Tribe's insurance carrier.
12. Must adhere to the all policies and procedures outlined in the Karuk Tribe of California Personnel Policy and Travel Policies.
13. Must successfully pass a pre-employment drug and alcohol screening test and willing to submit to a criminal background check.

Indian Preference: Indian Preference Policy: Indian preference shall apply in accordance with the Indian Preference Act of 1934, (title 25, USC, section 47), and the Karuk TERO Ordinance (93-0-01).

Council Approved: February 12, 2004

Chairman's Signature: _____

Employee's Signature: _____