

## POSITION DESCRIPTION

**Title:** Director of Natural Resources and Environmental Policy

**Reports To:** Chairman

**Location:** Orleans, California

**Salary:** \$40,000 to \$55,000, depending on experience

**Summary:** The Director of Natural Resources and Environmental Policy (DNR Director) assumes primary responsibility for the management of the Karuk Tribe's Department of Natural Resources (DNR) and implementing its mission: *"to protect, promote and preserve the cultural/natural resources and ecological processes upon which the Karuk People depends."*

### **Responsibilities:**

1. Shall develop and oversee the implementation of DNR program strategies, goals, objectives, project work plans, staffing plans and budgets in accordance with established time lines; prepares or directs the preparation of funding proposals to enhance and facilitate DNR capacity and efficiency.
2. Shall oversee coordination of scientific investigations to gather biological habitat and management information needed to maintain, restore and/or enhance the natural and biological resources of the Karuk Tribe.
3. Shall plan, coordinate and facilitate activities that affect the natural, cultural, biological and economic resources of the Karuk Tribe.
4. Shall monitor, research and propose current and new Tribal, Federal and State laws that affect the natural, cultural, biological and economic resources of the Karuk Tribe; advises and briefs the Tribal Council, Tribal Management Team and others as appropriate regarding issues, actions and/or developments that affect the natural, cultural, biological and economic resources of the Karuk Tribe.
5. Shall coordinate and cooperate with the Tribal Self-Governance Office and represent the Karuk Tribal Council as directed in government-to-government relationships and activities participates in a wide variety of committees, task forces, work groups, etc., charged with development, management and/or regulation of natural, cultural, biological and economic resources of the Karuk Tribe.
6. Shall provide technical assistance, advice and support to the Tribal Management Team, Tribal Department/Program Directors and Tribal subsidiary corporations regarding natural, cultural and economic resource-related issues, concerns and regulatory compliance activities.

7. Shall direct the recruitment, selection, orientation, training, supervision, and performance appraisals of subordinate professional and non-professional DNR staff; directs the maintenance of confidential personnel records.
8. Shall assume primary responsibility for development, implementation and management of DNR budgets, including contracting and purchasing in accordance with Tribal policies and procedures, as well as funding agency requirements.
9. Shall present regular monthly reports to the Chairman and Tribal Council.
10. 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.
11. 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 have a combination of education and experience equivalent to a BS in Business Administration.
2. Must have working knowledge of the management of anadromous Salmonids, fisheries management, and mammalian habitat.
3. Must have knowledge of forestry and fisheries related field sampling.
4. Must have knowledge of Tribal, Federal, State and local environmental laws, regulations, and budgeting processes.
5. Must be able to formulate conclusions, courses of action, and alternatives based on cultural and scientific data collected by Staff, and Tribal Council.
6. Must have demonstrated abilities to both initiate and follow through on complex planning tasks, manage time efficiently, meet deadlines and respond effectively to unforeseeable complications in the performance of assigned duties and responsibilities.
7. Must have demonstrated abilities to recruit, select, orient, train, supervise and evaluation subordinate staff in a professional manner and in accordance with Tribal personnel policies and applicable Federal employment laws.
8. Must have demonstrated abilities in negotiation-based communications and conflict resolution; effective oral and written communication skills, including public speaking and technical report writing.

9. Must have knowledge of historic and contemporary legal decisions involving the Klamath River Basin Indian Tribes and the resulting issues and impacts.

10. Must have knowledge of, and sensitivity toward, native cultural values and traditions.

11. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

12. Must adhere to confidentiality policy.

13. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Indian Preference Policy:** In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring.

**Council Approved: March 17, 2003**

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

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