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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## **Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** Ipaháriik Restoration Forestry Program Manager

**Reports To:** Deputy Director of Natural Resources, or designee

**Assigned Office Location:** Orleans, CA

**Supervises:** Administrators, Coordinators, Specialists, Technicians, and volunteers as assigned

**Classification:** Full Time, Exempt, Regular

**Salary:** \$65,811.20-\$81,952.00/yr. DOE

**Summary:** Under the supervision of the Deputy Director of Natural Resources, or designee, the Ipaháriik Restoration Forestry Program Manager will be responsible for the oversight and direction of the Karuk Department of Natural Resources' Ipaháriik Restoration Forestry Program. The primary focus of this position is to assist the Karuk Department of Natural Resources (KDNR) programs and partner organizations in furthering the planning and implementation of restoration forestry activities in support of the Karuk Tribe's ecocultural revitalization efforts. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2038, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

**POSITION  
DESCRIPTION**

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**Responsibilities:**

1. Oversees the day-to-day operations including but not limited to daily work assignments, performance evaluations, and training plans of Program staff.
2. Collaborates internally and with partner organizations on the development, implementation, and oversight of all logging, reforestation, biomass utilization and other forest operations, including prescription development and contracting.
3. Maintains up-to-date timber inventories on Karuk tribal trust and fee lands and assists with updates to the Karuk Tribe's Forest Management Plan
4. Manages program funding sources to ensure that funds are spent in an appropriate and timely manner. Prepares and submits summary reports outlining activities undertaken specific to each position related funding source as requested.
5. Assists with the preparation of Timber Harvesting Plans (THPs) and related National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) documentation as necessary.
6. Collaborates with internal and external technical specialists as related to THPs and other Forestry projects including but not limited to wildlife, archaeological, and botanical specialists.

7. Maintains protected confidential forestry-related datasets and develop record keeping system when distributing culturally sensitive data following Tribal data sovereignty guidelines.
8. Assists in the coordination of forestry-related field data collection activities for consistency, quality assurance purposes and participates in field data collection as required.
9. Oversees the acquisition, configuration and maintenance of Forestry Division equipment.
10. Available for local and out of the area travel as required. Attends all required meetings and functions.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrates a working knowledge of silvicultural practices, reforestation, California Forest Practice Rules, road construction, timber inventories, California wildlife and botany laws and limited operating periods.
2. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
3. Exhibits knowledge of traditions, culture, or history of the Tribes of Northwestern California.
4. Demonstrates experience working in a collaborative environment that balances the concerns of diverse stakeholder interests.
5. Demonstrates proficient writing skills for preparation of datasheet interpretation/corrective documents and summary reports, and ability to manage budgets and complete grant reporting.
6. Demonstrates the ability to understand and follow oral and written instructions.
7. Exhibits the ability to manage time well and works well under stressful conditions with an even temperament.
8. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
9. Demonstrates knowledge of National Environmental Policy Act (NEPA)/California Environmental Quality Act (CEQA); experience in developing project maps for planning activities is preferred.
10. Possesses a current California Registered Professional Foresters (RPF) license or meets the minimum requirements for admission to the RPF Exam and demonstrated ability to obtain within two (2) years of hire.

**Requirements:**

1. Experience and/or Education:
  - a. Bachelor's degree in Forestry, Natural Resources or related field including coursework in Forestry and four (4) years related work experience or;
  - b. An equivalent combination of education and related experience will be considered.

2. Must have at least two (2) years supervisory experience.
3. Must demonstrate ability to work within Native American Communities.
4. Must demonstrate strong writing, editing and communication skills.
5. Must be proficient in performing field surveys, establishing plots such as those for Common Stand Exams (CSE), reading topographic maps, Global Positioning System (GPS) data collection, maintaining Geographic Information System (GIS) Data, and carrying out other related field mapping and data collection and monitoring efforts.
6. Must demonstrate proficiency in Microsoft Office Suite programs, ArcGIS, Google Earth, as well as other computer programs that help result in efficient planning.
7. Must be effective, efficient, productive and timely in producing and delegating assigned work products while working in a remote environment as needed while maintaining data security at all times.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to the policies and procedures of the Karuk Tribe.
10. Must successfully pass a pre-employment drug 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.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Committee Approved:** July 12, 2024

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

**Date:** \_\_\_\_\_