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



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

Vacancy Announcement

Title: Pirish Plants Program Manager

Reports To: Deputy Director of Natural Resources, or designee

Assigned Work Location: Karuk Department of Natural Resources (KDNR), Orleans, CA

Supervises: Administrators, Coordinators, Specialists, Technicians, and volunteers as needed

Classification: Full Time, Exempt, Regular

Salary: \$67,080-\$81,057.60/yr. DOE

Summary: Under the supervision of the Deputy Director of Natural Resources or designee, the Pirish Plants Program Manager is responsible for native/invasive plants related efforts under the Pirish Plants Program. This includes overseeing botanical monitoring, botanical restoration planning, invasive species early detection and mitigation, and maintaining the Karuk Herbarium. The Pirish Plants Program Manager will coordinate and/or oversee coordination with other tribal employees as well as partner organizations; ensure consistency between objectives; and track deliverables. Position is dependent on support funding and will require acquisition of continued, additional, and subsequent funding after funding has expired.

Application Deadline: May 6, 2025 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043 or ext. 7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Oversees and supports sustainably increased capacity of the Pirish Plants Program of the Karuk Department of Natural Resources (KDNR).
2. Coordinates with other KDNR's Divisions and Programs, other Tribal departments, contractors, Cultural Practitioners, partners, volunteers, and associated participants as appropriate to coordinate activities, implement deliverables, and maximize synergies between grant objectives.
3. Coordinates and provides oversight of botanical field data collection and restoration implementation for consistency and quality assurance purposes & assists in field data collection as required.
4. Oversees coordination and supervision activities of Natural Resources Technicians (NRT), volunteers, and youth as assigned, as long as supervisory span of control and efficiencies in operations can be maintained.
5. Contributes to collaborative restoration planning, including but not limited to proposal development, environmental impact assessment, prescribed fire monitoring, wildfire resource advising and post-fire rehabilitation.
6. Develops, maintains and implements Division-related agreements and contracts between the Department and partners, including Cultural Practitioners
7. Prepares and submits summary reports outlining activities undertaken specific to each position related funding source as requested.

8. Seeks additional funds as needed to support Pirish Plants Program projects and needs, managing budgets as needed, and assigning Coordinators as Project Managers.
9. Manages the Karuk Herbaria collections.
10. Available for local and out of the area travel as required for job related training. Attends all required meetings and functions.
11. Maintains a professional and respectful demeanor while maintaining a priority system for accepting other position related duties as assigned.

Qualifications:

4. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Possesses an understanding of and/or has experience with National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) processes, compliance, and document development preferred.
5. Proficient in performing botanical/fuels field surveys; reading topographic maps; GPS data collection; maintaining, analyzing and presenting field data as needed.
6. Demonstrates experience working in a collaborative environment that balances the concerns of diverse stakeholder interests.
7. Supervisory experience and teamwork coordination capabilities preferred.
8. Solid writing skills for planning documents and summary reports.
9. Experience with Brown's transects, plot establishment, or other botanical/stand exam protocols preferred.
10. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or education:
 - a. Bachelor's degree in botany, natural resources or related field including coursework in biology and four (4) years' experience; or
 - b. An equivalent combination of education and related experience will be considered. Equivalencies based on a 2:1 ratio.
2. Must have at least two (2) years supervisory experience.
3. Must possess knowledge of the traditions, culture or history of the Tribes of Northwestern California.
4. Must demonstrate ability to work within Native American Communities.

5. Must possess knowledge of botany, plant identification, invasive species management, including but not limited to common plants of the Mid Klamath, the county/state/USFS priority and watch list invasive plants, and recognition of symptoms of sudden oak death and Port Orford cedar root disease.
6. Must demonstrate strong writing, editing, and communication skills.
7. Must demonstrate the ability to use Microsoft Office Suite programs, ArcGIS, as well as other computer programs that help result in efficient planning.
8. Must be effective, efficient, productive, and timely in producing and delegating assigned work assignments while working in a remote environment as needed while maintaining data security at all times.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to the policies and procedures of the Karuk Tribe.
11. 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.

Review Committee Approved: April 17, 2025

Employee's Signature: _____