
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: Habitat Restoration Program Manager

Reports to: Deputy Director of Natural Resources or designee

Assigned Office Location: Karuk Department of Natural Resources, Orleans or Happy Camp or Yreka, CA

Supervises: Administrators, Coordinators, Natural Resources Technicians, interns, youth workers, and program staff as assigned

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

Salary: \$67,080.00-\$83,512.00 /yr. DOE

Summary: Under the supervision of the Deputy Director of Natural Resources or designee, the Habitat Restoration Program Manager will be responsible for management of the Habitat Restoration Program. This position will be responsible for the planning and implementation of fisheries habitat restoration projects within the Klamath River, Scott River, Shasta River and Salmon River sub-basins. The Program Manager must be knowledgeable of Klamath Basin fisheries and have the ability to work collaboratively with diverse partners including Karuk tribal programs, other tribes, private landowners, Non-Governmental Organizations (NGOs), federal and state agencies. 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 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 or by contacting the Human Resources, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

Title: Habitat Restoration Program Manager

Reports to: Deputy Director of Natural Resources or designee

Assigned Office Location: Karuk Department of Natural Resources, Orleans or Happy Camp or Yreka, CA

Supervises: Administrators, Coordinators, Natural Resources Technicians, interns, youth workers, and program staff as assigned

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

Salary: \$67,080.00-\$83,512.00 /yr. DOE

Summary: Under the supervision of the Deputy Director of Natural Resources or designee, the Habitat Restoration Program Manager will be responsible for management of the Habitat Restoration Program. This position will be responsible for the planning and implementation of fisheries habitat restoration projects within the Klamath River, Scott River, Shasta River and Salmon River sub-basins. The Program Manager must be knowledgeable of Klamath Basin fisheries and have the ability to work collaboratively with diverse partners including Karuk tribal programs, other tribes, private landowners, Non-Governmental Organizations (NGOs), federal and state agencies. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Responsibilities:

1. Supervises Habitat Restoration Program staff including Administrators, Coordinators, Natural Resources Technicians, interns, and youth workers as assigned.
2. Manages contractors and consultants for tasks related to engineering design, environmental permitting, project construction, and other technical tasks.
3. Develops close working relationships and works with a wide range of private and public stakeholders including Karuk tribal programs, other tribes, private landowners, NGOs, federal and state agencies.
4. Develops restoration projects in collaboration and with support from the Karuk Department of Natural Resources leadership and technical staff. Develops and implements restoration plans and projects, secures and manages project funding.
5. Prepares reports for grant compliance including project progress reporting and project fiscal management and adheres to reporting deadlines required in agreements and contracts.

6. Participates and leads local and regional planning processes including workshops and meetings. Presents projects at conferences and other public forums and outreach opportunities.
7. Available for local and out of the area travel as required.
8. Attends all required meeting and functions.
9. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrated ability to work effectively with Native American people as well as researchers, educators, and agency personnel, and the greater community in culturally diverse environments.
2. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
3. Displays ability to establish and maintain harmonious working relationships with other employees, agency personnel, and the public. Demonstrated experience working in a collaborative environment that balances the concerns of diverse stakeholder interests.
4. Demonstrated ability to understand and follow oral and written instructions.
5. Demonstrated understanding and capacity to interpret internal policies, procedures, plans and guidelines.
6. 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.
7. Solid writing skills for planning documents and summary reports.

Requirements:

1. Experience and/or Education:
 - a. Bachelor's degree in Fisheries, Environmental Planning, Natural Resources, Engineering, or other related field and four (4) years related work experience or;
 - b. An equivalent combination of education and related experience will be considered. Equivalencies based on a 2:1 ratio, 2 years of experience equals 1 year of education.
2. Must have at least two (2) years supervisory experience.
3. Must possess knowledge of the Klamath River ecosystems and riverine processes.
4. Must have direct experience managing habitat restoration projects including managing contractors, bid selection, environmental permitting, and project reporting.
5. Must demonstrate the ability to use Microsoft Office Suite program, as well as other computer

programs that help result in efficient planning.

6. Must possess knowledge of the geographical and political diversity in the Klamath Basin and have the ability to work collaboratively with outside project partners including private and tribal landowners, non-governmental organizations, and work collaboratively with governments including other tribal governments, federal and state agencies.
7. Must have experience writing project proposals including scopes of work and budgets, and be able to follow administrative processes for accepting grant funding.
8. Must have demonstrated ability to manage grant programs, work independently, and maintain grant-related time schedules.
9. Must be responsible for using safe work practices, following directives, guidelines and procedures and maintaining a safe and secure work environment.
10. 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.
11. Must possess a valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier
12. Must adhere to the policies and procedures of the Karuk Tribe.
13. 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 22, 2025

Employee Signature: _____