
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

**Administrative Office**

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

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 101
Happy Camp, CA 96039
Phone: (530) 493-220
Fax: (530) 493-536

Vacancy Announcement

- Title:** Deputy Director of Natural Resources
- Reports To:** Director of Natural Resources and Environmental Policy
- Location:** Department of Natural Resources, Orleans
- Supervises:** Manager/Coordinator level positions as assigned
- Salary:** Starting at \$77,488 - \$92,143
- Classification:** Full-Time, Regular, Exempt

Summary: The Deputy Director of Natural Resources shall receive direct supervision from the Director of Natural Resources and Environmental Policy (Department Director). The position primarily assists Department Director in establishing and/or carrying out departmental oversight, administrative processing and organizational capacity development strategies. The position may serve in the capacity of other departmental Deputy Director positions as warranted.

Application Deadline: February 1, 2022 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 & 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 Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Deputy Director of Natural Resources

Reports To: Director of Natural Resources and Environmental Policy

Location: Department of Natural Resources, Orleans

Supervises: Manager/Coordinator level positions as assigned

Salary: Starting at \$77,488 - \$92,143

Classification: Full-Time, Regular, Exempt

Summary: The Deputy Director of Natural Resources shall receive direct supervision from the Director of Natural Resources and Environmental Policy (Department Director). The position primarily assists Department Director in establishing and/or carrying out departmental oversight, administrative processing and organizational capacity development strategies. The position may serve in the capacity of other departmental Deputy Director positions as warranted.

Responsibilities:

1. Shall prioritize job duties, actions, and travel for maximum potential effectiveness in revitalizing the use of traditional principals/practices, while assisting with the strategic leadership of departmental personnel and partnerships.
2. Shall assist with departmental capacity building and restructuring as needed with an eye toward increased efficiency and effectiveness in progressing the Department's mission.
3. Shall supervise select manager and coordinator level positions as needed and fits best within the demonstrated skillset of the incumbent.
4. Shall participate in priority government to government consultation and coordination processes that are relevant to the Department Mission as assigned.
5. Shall provide oversight and guidance in working with legal, academic, NGO, and other available support in developing and carrying out departmental goals and objectives.
6. Shall assist the Department Director and Administrative Staff in policy interpretation for the development and implementation of grants, agreements, and intergovernmental correspondence as required.
7. Shall attend priority meetings, conferences, symposia, interviews, etc., which have relevance to the acquisition or dissemination of knowledge/information as related to departmental goals and objectives.
8. Shall maintain communication and coordinate with Tribal, Agency, community groups, and NGO partners as relates to achieving departmental goals and objectives.

9. Shall participate on the Tribe's Management Team as an alternate to the Department Director, as well as on select committees, boards, and/or intergovernmental forums, as appropriate to progress the Department's mission and priorities.
10. Shall assume or assist in the role of team lead or co-lead as sensible to the collective approach to a positive and productive future for the Department and/or our greater partnership endeavors.
11. Shall carry out stand-alone projects as relevant to filling gaps in departmental activity and maintaining adequate reportable functions to maintain program funding and address short and long-term needs.
12. Shall serve as principal contact and departmental signatory authority in the absence of the Department Director.
13. Shall maintain a priority system in accepting and/or delegating additional duties as assigned.

Qualifications:

1. Extensive knowledge and experience in environmental stewardship, watershed management, and a basic understanding of traditional practices and principals.
2. Have the ability to work effectively with Tribal people, Agency personnel, and non-governmental partners in culturally diverse environments.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.
4. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Must meet or exceed education or experience requirements for the position.
6. Must have extensive knowledge of government to government and internal communications and management processes.
7. Must have excellent communication, personnel management and supervisory capabilities.
8. Must be capable of providing oversight of grant and report writing, budget formulation, initiation of internal review processes, and submission requirements.

Requirements:

1. Must meet the minimum preferred requirement of a master's degree, plus 4 years' experience, with 3 years supervisory experience; or equivalent; equivalencies based on 2:1 ratio, 2 years of experience equals 1 year of education.
2. Must be proficient in working across a variety of program areas with a minimum of 4 years working in an intergovernmental/collaborative/interdisciplinary context while managing multiple projects simultaneously.
3. Must have general familiarity of Indigenous culture and tradition.

4. Must have ability to read and interpret laws regulations and policies relating to situations that may arise through intergovernmental communication and coordination.
5. Must have the ability to prepare budgets, write routine reports, grants, and correspondence.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
7. Must have extensive knowledge of government to government relationships and processes.
8. Must be willing to travel to meetings, workshops, training, and conferences as needed.
9. Must possess valid driver's license, have good driving record, and be insurable by the Tribe's insurance carrier.

Physical and Environmental Requirements: None specified.

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: December 30, 2021

Employee's Signature: _____