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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****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 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

**Title:** Fire Program Grants Manager

**Reports to:** Director of Natural Resources and Environmental Policy or designee

**Location:** Department of Natural Resources, Orleans, CA

**Supervises:** Program Coordinator level positions as assigned

**Salary:** \$29.00 to \$35.00 per hour, depending on experience, qualifications, and funding availability.

**Classification:** Full Time (40 hours per week) or Part Time (30 - 39 hours per week), Negotiable and determined at point of hire, Non-Exempt

**Summary:** This position is established as a Fire Program Grants Manager (Manager) for The Karuk Integrated Wildland Fire Management Program (Program). Manager serves as the primary contact for fire related grants and agreements. Manager duties include responsibilities such as development and administration of the Program budgets; maintaining a 5-year program of work; setting deadlines for grant task completion; and reporting. Manager will work closely with Supervisor, other Department Managers, Program staff and Partners to ensure efficient continuity of programmatic activity.

**\*Please Note: Housing Available**

**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. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

- Title:** Fire Program Grants Manager
- Reports to:** Director of Natural Resources and Environmental Policy or designee
- Location:** Department of Natural Resources, Orleans, CA
- Supervises:** Program Coordinator level positions as assigned
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**Responsibilities:**

1. Shall develop and maintain a 5-year program of work for the Program in consultation with supervisor, other program managers and program staff.
2. Shall lead in the development of Program related grant proposals.
3. Shall supervise Administrative Support Assistant and/or other Coordinator level positions as assigned.
4. Shall provide prioritized list of project actions and timelines for completion as requested.
5. Shall continually develop, implement, track, and evaluate fire and fuels management budgets.
6. Shall prepare, position descriptions and develop recruitment and retention strategies.
7. Shall assure cross program integration in grant and agreement development.
8. Shall maintain systems for quality assurance in regard to all program deliverables.
9. Shall prepare Request for Proposal documentation and draft contracts for Council Approval.
10. Shall review contractor invoices and inspection cards prior to submission to Administrative Operations Branch for processing.
11. Shall work closely with Supervisor, Unit Fire Program Manager or other designated

Department/ Program staff and Partners to assure timely completion of project deliverables, and execution/modification of grants, agreements, contracts, and compacts.

12. Shall remain available for local and out of the area travel as required for job related training and other relevant duties. Attend additional meetings and functions as requested.
13. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people and Agency personnel 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, agency personnel, and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Is skilled in developing, implementing, and monitoring project budgets.

**Requirements:**

1. Education and/or experience.
  - a. Bachelor's degree, in Business Administration, Forestry, Fire Ecology, Accounting, English, Communities and Environment, Native American Studies or any other related field and 4 years' experience, with 2 years supervisory experience.
  - b. An equivalent combination of education and related experience will be considered.
2. Must possess High School Diploma or Equivalent (GED).
3. Must have demonstrated experience in grant writing, budgeting, and possess extensive technical writing/mathematic skills.
4. Must be effective, efficient, productive, and timely in regard to coordinating teams and/or delegating tasks and producing multiple and measurable outcomes while working in a remote environment.
5. Must possess good writing, budgeting and computer literacy skills.
6. Must be proficient in use of Microsoft Office professional suite and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
7. Must exhibit excellent communication, personnel management and supervisory capabilities.
8. Must successfully pass a pre-employment drug screening test and be willing to submit to a

criminal background check.

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.

**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:** August 15, 2022

**Employee Signature:** \_\_\_\_\_