



NORTH FORK RANCHERIA OF MONO INDIANS OF CALIFORNIA

JOB DESCRIPTION

JOB TITLE: EPD Director	SALARY SCALE: G10/S1 – G11/S10
DEPARTMENT: Environmental Protection	SALARY RANGE: \$58,842 – 84,049 (2021 RUS)
REPORTS TO: Chief Administrative Officer	STATUS: Exempt, Full-time

JOB SUMMARY:

The Environmental Protection Department (EPD) Director is responsible for providing leadership, management, and vision to ensure that the department objectives and goals have the proper operational controls in place to align with and contribute to environmental protection goals and priorities of the Tribe. This position is under the general direction of the Chief Administrative Officer and is responsible for planning, directing, and supervision of EPD activities. Works closely with various types of individuals, agencies, groups, along various Tribal committees, commissions, and boards. Work for and with tribal communities in cultural and natural resource preservation and protection. Cultural awareness and sensitivity are of high value to the tribe.

DUTIES & RESPONSIBILITIES:

1.0 PERFORMANCE AREA 1:

- 1.1 Provides professional leadership and direction for the Environmental Protection Department; directs the development of strategic and operational plans responsive to the environmental concerns and priorities of the Tribe including laws and regulations applicable to the Tribe.
- 1.2 Plans and manages projects and/or programs. Writes (or discusses) project/program plans recommendations and/or findings.
- 1.3 Directing, coordinating and/or implementing environmental activities and analyses concerning air and water quality; noise; botanical and zoological resources; archeological, historic, and cultural resources; and social, economic, aesthetics, and hazardous materials issues with local, state, and federal agencies.
- 1.4 Oversees the operations of the office, including reviewing and evaluating the results of program activities and deliverables by interpreting data and metrics, ensuring that contractual obligations are being fulfilled and resources are allocated for greater program effectiveness and efficiency.
- 1.5 Prepare grant and contract funding proposals to ensure funding for program and program elements.
- 1.5 Develops and monitors the department’s budget including revenue, expenditure, and budget projection.
- 1.6 Supervises personnel including: hiring, determining workload, and delegating assignments, training, monitoring, and evaluating performance, and initiating corrective and disciplinary actions.
- 1.7 Develops and recommends policies and procedures for environmental programs and assists with the development, implementation, and enforcement of various environmental laws and regulations.
- 1.8 Prepare and present monthly reports to the Environmental & Cultural Committees and/or Tribal Council.
- 1.9 Participate on a variety of working groups related to environmental and cultural resource protection; attend and participate in meetings, workshops, and seminars locally and nationally to present and obtain information on behalf of the North Fork Rancheria.
- 1.10 Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- 1.11 Prepare comments and responses on proposed federal policies, projects, and procedures related to environmental and cultural concerns affecting the tribe.
- 1.12 Assist with planning, response, recovery, or mitigation of emergency incidents.

2.0 PERFORMANCE AREA 3: General Expectations

- 2.1 Attends and actively participates in all meetings (e.g., department meetings, program meetings, employee staff meetings) and other activities as required or assigned.



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- 2.2 Attends workshops/seminars as necessary to increase skills and knowledge to improve their ability to approach work effectively.
- 2.3 Supports the overall needs of the organization by working flexible or extended hours when necessary.
- 2.4 Supports the needs of the organization by traveling to other NFR sites and locations.
- 2.5 Demonstrates awareness of, and compliance with, organizational mission and objective of NFR to provide support services for all members of the community.
- 2.6 Supports their own staff development by completing the required hours of continuing education each year.
- 2.7 Maintains confidentiality and respect for information regarding Tribal Citizens ~~patients~~ and other team members; abides by NFR Rules of Confidentiality and general privacy regulations regarding privacy.
- 2.8 Displays a positive, professional, and respectful demeanor always toward employees, peers, professional contacts, and Tribal Citizens, maintaining a professional appearance and positive image for organization.
- 2.9 Contributes to the team by promoting positive staff interaction, maintains open communication with other programs/departments and works to solve issues as they arise in the work environment.
- 2.10 Other work-related duties as assigned by supervisor. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally either verbally or in writing.

EDUCATION, EXPERIENCE, LICENSE/CERTIFICATION, & SKILLS:

Education

- Must possess an undergraduate degree in Natural Resource Science, Environmental Planning, or other closely related field or Associate degree that supports goals and objectives of program.

Experience

- Minimum three (3) years' experience working within the area of environmental programs.
- Minimum one (1) year of experience administering grants/contract programs.
- Minimum one (1) year of experience supervising personnel.

License/certification

- Valid CA driver's license.

Skills

- Ability to understand research program operations, analyze and systematically compile technical and statistical information, and to prepare reports and correspondence for technical and non-technical audiences.
- Able to quickly build and maintain rapport with people of differing backgrounds, team player.
- Knowledge of current trends in natural resource management with relation to water, land, and air.
- Principles, theories, and practices of environmental science.
- Principles, theories, and practices of budget management.
- Regional, state, and Federal environmental laws.
- Federal grants management practices.
- Positive professional insight.
- Flexibility and dependability.
- Demonstrated good problem-solving skills, sound judgment.



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- Effective leadership/supervisory skills.
- Modern office practices and procedures including scanning, faxing, etc.
- Intermediate to advanced software skills with MS Office suite (Word, Excel, Outlook, PowerPoint, Publisher, Visio, SharePoint).
- Attention to detail and excellent follow-through on work tasks.
- Able to handle multiple tasks simultaneously.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Environmental Conditions:

Work generally takes place within an office environment. Air quality is good with general adequate lighting at desk/workstations. Noise conditions are moderate and limited to self and others on telephone calls and general interactions with coworkers and public. Occasionally to very seldom, employee will be exposed to various weather conditions or minor hazards (heat, cold, rain, snow, wind, bugs, branches, hills, etc.).

Physical Requirements:

- Must be able to lift to 30 pounds and push up to 50 pounds (on wheels).
- Must be able to hear staff on the phone and those who are served in-person and speak clearly in order to communicate information to patients and staff.
- Must be able to read memos, computer screens, personnel forms ~~and clinical~~ and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn

NFR complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Subject to, but not in derivation of the Act, we are an equal opportunity employer.

I have received a copy of my job description, I have read and understand the job requirements, responsibilities and expectations set forth in my position. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Name (Print):	
Signature:	Date: