



QUARTZ VALLEY INDIAN RESERVATION Job Announcement

JOB TITLE: Environmental Director
Location: Environmental Office
Department: Environmental Department
Classification: Full-time, 40 hours/week/Exempt
Reports to: Tribal Administrator
Salary Range: DOE

POSITION SUMMARY:

The Tribal Environmental Director is responsible for overseeing the overall protection of the environment located on and around Quartz Valley Indian Reservation. The Environmental Director reports directly to the Tribal Administrator and works closely with local, State, Federal, private sector agencies as well as the general public on sensitive environmental issues that affect the local area and its surrounding communities. The Environmental Director is responsible for keeping the Business Council informed of environmental issues, providing a monthly report, and working on the priorities of the Business Council. The Environmental Director will be responsible for the day-to-day administration of both technical and financial information that relates to the delivery of program services

within the Environmental Department. The Environmental Director prepares grant applications to address program needs specific to the environmental program of the Tribe. The primary purpose of the program is to protect and improve the environment of Quartz Valley Indian Reservation, which includes, but is not limited to, the air quality, water quality, environmental education, recycling and hazardous waste activities. The Environmental Director supervises employees to ensure that grant tasks are being accomplished on schedule and within budget.

DUTIES AND RESPONSIBILITIES

- Provide Direction, Planning, Supervision and Management for the Tribal Environmental Program
- Responsible for Environmental Program Development and Implementation; Including Budget Development and Tracking
- Responsible for Development of Annual Grant Applications for Existing Grants and for Seeking Additional Funding Sources from Foundations and Agencies at Local, State, Regional and Federal Levels to Expand the Tribal Environmental Program.
- Responsible for planning grant applications within adequate timeframes to obtain approval from the Business Council. When there is not adequate time to submit to the Council; must obtain approval from the Tribal Administrator or an Executive Council member.
- Responsible for Following Guidelines and Requirements of All Grants Awarded to the Tribal Environmental Department, preparing and submitting grant reports within required timeframes, and working with Finance to drawdown or invoice for funds.
- Prepare a Variety of Analytical and Program Reports for the Tribe and for Funding Agencies
- Prepare Effective Verbal and Written Presentations to the Tribal Council or a Designated Advisory Committee of the Council
- Act as Liaison or Serve as a Representative on Specific Environmental Program Matters with Other Agencies as appointed by the Business Council
- Work Closely with the Tribal Administrator, All Personnel and Outside Agencies to Coordinate All Program Activities

- Work with State and Federal Governments to Ensure that Tribal Sovereignty Over Environmental Matters is Maintained and that Tribal Trust Rights are Protected
- Conduct Field Surveys and Investigations on the Reservation Relating to Environmental Program Areas
- QVIR Microbiology Laboratory Director and *QNQC* Officer: Ongoing Review of Monitoring Methods and Equipment Calibration, Auditing Databases, Chain of Custody Forms, Datasheets and Insuring Adherence to Field and Laboratory *QNQC* Programs
- Keep Abreast of All Federal Environmental Regulations with Respect to Air, Land and Water
- Responsible to provide a monthly report to the Business Council i.e. budgets, activities, grant status, and status of priorities outlined by the Business Council, etc.
- Fulfill Other Assigned Duties as Required to Meet the Needs of the Program and Organization

SUPERVISORY RESPONSIBILITIES

The Environmental Director shall be responsible for supervision of full-time and seasonal part-time personnel employed in the QVIR Environmental Department.

DESIRABLE QUALIFICATIONS

- Five years of grant writing and management experience
- Education in Biology, Natural Resources, Environmental Science, Forestry or Related Fields
- Average to Above Average Computer Skills
- A Working Understanding of Environmental Laws and Procedures
- Experience Implementing Natural Resource Projects; such as Data Collection and Restoration
- Experience Working with State and Federal Agencies and Tribes
- Familiarity with the Quartz Valley Indian Reservation and culture

KNOWLEDGE, SKILLS & ABILITIES

- Working Knowledge of the Purpose, Priority, Needs Assessment and Mission of the Environmental Program
- Ability to Understand, Apply and Comply with Federal Laws, Regulations, Policies, Procedures and Program Standards in the Environmental Assessment and Planning Process
- Familiarity with the Applicable Federal Laws Administered by the US EPA on Indian Reservations
- Knowledge of Grant Administration Activities: The Environmental Director must be able to plan and administer a grant funded program (i.e. grant negotiations, preparing financial and grant documentation, performing reconciliations between differing types of financial records, oversight and evaluation of the program under the supervision of the Tribal Administrator.
- Knowledge of Research and Survey Methodology Commonly used to Assess Environmental Impacts and to Classify or Identify Sources of Environmental Pollution and Factors Contributing to Environmental Degradation or Impacts on Natural Resources
- General Knowledge and Practice in Data Collection and Analysis Techniques and in Formulating Qualitative and Quantitative Standards
- Oral and Written Ability to Communicate in English with a Diverse Group of Individuals and Professionals in a Cordial and Courteous Manner; Negotiations, Mediations and Relationship Building Techniques and Skills
- Ability to Prepare Clear, Concise and Complete Technical Documents, Reports, Grants and Other Written Materials
- Demonstrated Ability and Willingness to Complete Technical Field Work in Support of Program Goals and Objectives or in Investigating Potential Environmental Impacts
- Ability to Exercise a High Level of Judgment, Accuracy and Organization and Possess the Ability to Accept Direction by the Tribal Administrator
- Ability and Desire to Gain Awareness and Appreciation of Native American Traditions, Customs and Socioeconomic Needs and the Ability to Meet and Effectively Correspond with Contacts on behalf of Quartz Valley Indian

Reservation, as Directed

- Ability and Willingness to Travel and Attend Occasional Evening and Weekend Meetings
- Ability to Multi-task Effectively under Pressure of Time by Organizing and Prioritizing Workload
- Ability to Maintain Confidentiality of Records and Information Pertinent to the Nature of the Work

WORK ENVIRONMENT

QVIR expects the Environmental Director to perform work in an office setting as well as and out in the field.

EDUCATION/EXPERIENCE

Educational Requirement: Baccalaureate Degree in Environmental Science, Natural Resource Management, Biology and Forestry or Closely Related Discipline from an Accredited College

Progressively Responsible Work Experience in a Similar Occupation May be Substituted for Educational Requirement (two years of full-time experience equal to one year of college)

To request a Tribal Application or to submit your resume and application, contact:

**Charlene Henry, Human Resources Generalist
Quartz Valley Indian Reservation
13601 Quartz Valley Road, Fort Jones, California 96032**

**Phone: (530) 468-5907 Ext. 302
Email: humanresources@qvir.com**

INDIAN PREFERENCE

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(1), preference in filling all vacancies will be given to qualified American Indian Candidates.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

Print Name

Signature

Date

Approved

Business Council

Signature

Date

