



OPEN: 3/10/16
OPEN UNTIL FILLED

The Klamath Tribes

EXEMPT X
NON-EXEMPT

JOB DESCRIPTION

POSITION: STEWARDSHIP SUPERVISOR

RESPONSIBLE TO: Forest Manager

SALARY: GS-10 \$45,676 - \$58,623 Annual/Full Benefits
GS-11 \$49,541 - \$64,395 Annual/Full Benefits
GS-12 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

CLASSIFICATION: Professional-Management, Regular, Full-Time

LOCATION: The Klamath Tribes
501 Chiloquin Blvd.
Chiloquin, OR 97624

INTRODUCTION

The Stewardship Supervisor must have a solid background in forestry principles, coupled with strong managerial skillsets. The Stewardship Supervisor will develop the Stewardship Program to include planning, implementation, and evaluation functions. The Stewardship Supervisor's primary responsibilities are managing the Tribal Stewardship Agreement and its associated Supplemental Project Agreements including the administrative functions related to the agreements. Other responsibilities include determining program goals; developing and implementing technical rules, regulations, policies and procedures, performing a variety of technical, financial, agreements and contracting activities; and ensuring a proper understanding of the program through coordination with the Forest Manager, Natural Resources Director, and Stewardship Partners. The Stewardship Supervisor works closely with Federal and State land management agencies and non-governmental organizations on projects and issues affecting the Stewardship Program. The

501 Chiloquin Blvd. – P.O. Box 436 – Chiloquin, Oregon 97624
(541) 783-2219 – Fax (541) 783-2029



Stewardship Supervisor may serve as a representative on various local, regional, and state committees related to Stewardship matters. This position supervises professional and technical staff.

This position is located in the Natural Resources Department.

MAJOR DUTIES AND RESPONSIBILITIES

1. Develop the Stewardship Program to include planning, implementation, and evaluation elements.
2. Set goals and objectives for the Stewardship Program.
3. Develop technical rules, regulations, policies, and procedures for the Stewardship Program.
4. Develop, review and evaluate reporting, correspondence, and memoranda for adequacy.
5. Conduct periodic evaluations of the Stewardship Program to determine effectiveness, efficiency, and adherence to established goals, policies, regulations, plans, etc.
6. Initiate and work collaboratively with Federal, non-governmental organizations, and other entities to plan, design, and implement Supplemental Project Agreements, and related projects and programs.
7. Actively pursue funding opportunities through grant programs, cooperative agreements, and other funding mechanisms consistent with Natural Resources Department and Stewardship Program goals.
8. Manage Stewardship Program grants and agreements within established Tribal policies and procedures, including the rules governing a specific grant. Write grant proposals, as needed.
9. Manage Stewardship Program budgets in accordance with the Tribal budget policy. Review and monitor expenditures to remain within established budgetary constraints.
10. Manage Stewardship Program contracts in accordance with the Tribal procurement policy.
11. Manage Stewardship Program records in accordance with the Tribal records management policy.
12. Manage Stewardship Program property in accordance with the Tribal property management policy.
13. Provide financial planning and accounting of all Supplemental Project Agreements, including related projects and programs.

14. Exercise the full range of supervisory duties for program staff and activities. Perform overall work planning, establish work schedules and priorities, and assign and review work. Personally discuss work progress and areas of concern with subordinates. Recommend employee status and other personnel changes. Approve leave. Evaluate performance. Identify training needs and ensure that training opportunities are provided.
15. Work requires driving to and from meetings. Field work requires driving on rough forest roads over rugged terrain and in inclement weather.
16. Perform other related duties and activities, as assigned.

SUPERVISORY CONTROLS

Work is performed under the general direction of the Forest Manager. The Forest Manager assigns work based on Natural Resources Department and Stewardship Program goals and current direction. The Stewardship Supervisor plans and carries out the successive steps of work plans and assignments independently within existing policies, instructions, previous training, and professional experience. Major or new issues are referred to the supervisor who is available for advice and assistance in unprecedented or unusual situations. Incumbent must display a high degree of initiative in carrying out his or her duties.

KNOWLEDGE, SKILLS, ABILITIES

Working knowledge of Stewardship contracts and agreements.

Ability to write and report on technical documents.

Working knowledge of forest economics, logging practices, timber sale planning, and administration.

Knowledge of the sale and marketing of forest products.

Skilled in the development and monitoring budgets and financial plans.

Ability to prepare and write competitive grant proposals and manage grant processes within established policies, rules, and regulations.

Ability to prepare, write, and negotiate personal service contracts within established policies, rules, and regulations.

Ability to negotiate timber sale contracts within established policies, rules, and regulations.

Good organizational and planning skills. Ability to meet deadlines.

Knowledge and ability in program development.

Ability to develop and achieve programmatic and organizational objectives.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, professional practices, and scientific accuracy.

Knowledge of Federal forestry laws and regulations.

Must have excellent communication skills with an ability to prepare written reports and present oral reports clearly and concisely.

Ability to effectively organize, assign, and supervise the work of subordinate employees.

Knowledge, skill, and ability to use word processing and spreadsheet software.

Ability to make sound decisions and judgments based on previous experience, training, and instructions.

Ability to work in inclement weather and rugged terrain.

Ability to operate a vehicle in adverse weather (e.g. snowy conditions) and on rugged forest roads.

Ability and desire to gain a knowledge and understanding of the Klamath Tribes organization, functions, laws, policies, goals, priorities, and operating programs.

Ability and desire to gain a working knowledge of tribal natural resource operating programs.

Knowledge of, or ability to learn, Klamath Tribal laws and regulations.

Knowledge of, or ability to learn, the boundaries of the former reservation and other areas that are important to the Tribes.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- BS Degree in Forestry, or closely related field with an emphasis preferably in Forestry, **REQUIRED.** (*Copy of degree or transcripts must be submitted with application.*)
- Minimum of three (3) years progressive responsibility in area of program management, **REQUIRED.**
- Minimum of two (2) years experience in a natural resources management-based program, **REQUIRED.**

- Minimum of one (1) year supervisory experience, **REQUIRED**.
- Minimum of one (1) year experience working with contracts, **REQUIRED**.
- One (1) year of budgeting experience, preferred.
- One (1) year of grants/agreements experience, preferred.
- Computer experience with emphasis in the use of Microsoft Word, Excel, and working in a networked environment, **REQUIRED**. Forestry based computer software and program experience preferred.
- Must possess a valid Driver's License, have a good driving record and be insurable by the Klamath Tribes. Must obtain valid Oregon Driver's License within initial 90-day probationary period as a condition of employment, **REQUIRED**. *(Copy of valid DL must be submitted with application)*
- Must submit to and clear an alcohol/drug screen test, **REQUIRED**. *(Employment will be contingent upon clearing the required alcohol/drug screening test)*
- Indian Preference will apply. *(Must submit proof of Indian Preference with application)*

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURES

Submit a Tribal *Application for Employment* with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resources
P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

Created: 03/2016