



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 05/02/22
CLOSE: 05/20/22

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: FOREST MANAGER

RESPONSIBLE TO: Natural Resources Department Director

SALARY: Step Range: 31-50; Full Benefits
Salary Range: \$63,109 - \$110,662
Hourly Range: \$30.34 - \$53.20

CLASSIFICATION: Professional-Management, Regular, Full-Time

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

BACKGROUND: N/A

POSITION OBJECTIVES

The Forest Manager performs a variety of professional and managerial work for the Tribal Forestry Program. This position supervises forestry staff. The incumbent performs and directs the planning, development, implementation and evaluation of the Tribal Forestry Program. The incumbent works closely with Federal and State land management agencies and non-governmental organizations on projects and issues affecting Tribal Treaty Rights and other areas of interest to the Tribes. The incumbent may serve as a representative on various local, regional and state committees on Forestry issues.

MAJOR DUTIES AND RESPONSIBILITIES

1. Manage all forestry operations.
2. Develop plans to manage forest projects and activities.

3. Determine methods to minimize environmental impact of forest activities.
4. Implement forest management programs.
5. Monitor environmental impacts of forest restoration activities.
6. Train forestry and other natural resource staff on concepts of the Tribal forest management plan.
7. Supervise the development of on-the-job training plans for subordinates and temporary employees.
8. Plan forest restoration projects.
9. Establish short- and long-term plans for management of forest lands and forest resources.
10. Work collaboratively with State, Federal, Tribal, or non-governmental organization personnel to plan, design and implement projects and programs to best achieve Tribal forestry and natural resource management goals.
11. Manage the Forestry Program's participation in NEPA planning with the US Forest Service under the guidance of the Memorandum of Agreement (MOA) between the U.S. Forest Service and the Klamath Tribes.
12. Provide forestry expertise in grant and agreement proposal documents.
13. Provide reports as directed by supervisor on matters pertaining to the Forestry Program.
14. Develop and maintain Forestry Program records and files.
15. Develop budgets for the Forestry Program. Review and monitor expenditures to remain within established budgetary constraints.
16. Negotiate, prepare and administer contracts, including Stewardship contracts and agreements.
17. Provide direct supervision to department staff to ensure adherence to Tribal and department standards, deadlines, and procedures; correct errors or problems, as identified. Review records or reports pertaining to activities to monitor work activities and evaluate staff performance.
18. Prepare and issue work schedules, deadlines, and duty assignments for department staff.

19. Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel actions. Discuss job performance with employees to identify causes and issues and work on resolving problems.
20. Make recommendations to management concerning such issues as staffing decisions or procedural changes.
21. Work requires driving to and from meetings. Field work requires driving on rough forest roads over rugged terrain and in inclement weather.
22. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Work is performed under the general direction of the Natural Resources Director. The Natural Resources Director makes assignments based on Tribal goals and current direction. Tasks performed may be specific to existing management direction or with regard to Tribal cultural and subsistence resource requirements. The Forest Manager 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

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 operational programs.

Knowledge of Oregon and Federal forestry laws and regulations.

Working knowledge of forest economics, logging practices, silviculture methods, prescribed fire and timber sale planning and administration.

Ability and desire to gain a knowledge and understanding of Tribal subsistence and treaty resources.

Working knowledge of the National Environmental Policy Act (NEPA), especially as applied by the US Forest Service.

Working knowledge of Stewardship Contracts and Agreement.

Working knowledge of east-side ponderosa pine ecosystems.

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

Knowledge of or ability to learn the concepts of Tribal Treaty Rights.

Skilled in developing and monitoring budgets.

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.

Must possess good organizational and planning skills. Ability to meet deadlines.

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

Ability to achieve programmatic and organizational objectives.

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

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

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

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

Knowledge of state-of-the-art forestry based computerized planning, inventory, decision support systems, GIS, etc.

Ability to work in inclement weather and rugged terrain.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a Bachelor Degree in Forestry (*Must submit copy of diploma or transcripts with application.*)
- **REQUIRED** to have a minimum of two (2) years direct supervisory experience.
- **REQUIRED** to have a minimum of four (4) years of progressively responsible managerial or administrative experience.
- **REQUIRED** to have a minimum of one (1) year field, training, academic or combination of experiences in traditional forest management activities.
- **REQUIRED** to have a minimum of three (3) years of experience in a silviculture or timber management program.
- **REQUIRED** to have experience with NEPA planning and processes.
- **REQUIRED** to have computer experience and working knowledge of computer software, and Microsoft Office products. Emphasis will be in the use of Microsoft Word, Excel, and work in a networked environment.
- **REQUIRED** to have GPS experience.
- **REQUIRED** to be physically able to work irregular hours in extreme weather conditions for extended periods of time.
- **REQUIRED** to be physically able to hike off trail for long distances while carrying equipment and performing manual labor; including bending, lifting, stretching and stooping.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.*)
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy.

Preferred Qualifications:

- Experience with Stewardship contracts and agreements, and other traditional forestry related contracts such as timber sale contracts, pre-commercial thinning contract, reforestation contracts, etc.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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 PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
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.

EMPLOYEE ACKNOWLEDGEMENT:

I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.

Employee (printed name)

Employee (signature)