



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

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 10/14/22  
Until Filled

EXEMPT   X    
NON-EXEMPT       

### POSITION DESCRIPTION

**POSITION:** ENVIRONMENTAL COORDINATOR

**RESPONSIBLE TO:** General Manager

**SALARY:** Step Range: 29-45; Annual/Full Benefits  
Salary Range: \$63,055 - \$101,185  
Hourly Range: \$30.32- \$48.65

**CLASSIFICATION:** Professional-Management, Regular, Full-Time

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

**BACKGROUND:** N/A

### POSITION OBJECTIVES

The Environmental Coordinator will serve as the point of contact for all staff to staff consultation and extend consultation with agencies at the staff level. Following the Interdisciplinary Team Review Standard Operating Procedure (SOP) the Environmental Coordinator will provide internal and external coordination on current and emergent environmental issues for department staff, committees, and Tribal Council.

The Incumbent will assist in developing and implementing programs addressing environmental issues such as water quality, air quality, climate change, conservation districts, and contaminated sites. Work with Ambodat, Natural Resources, Culture & Heritage and other departments with drafting standard operating procedures to ensure consistent, approved processes are followed and appropriate parties are involved.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Provide strategic leadership, facilitation, and support in the development of Tribal plans, agreements, and reports.
2. Coordinate interaction between agency staff and Tribal staff (TKT/USFS MOU).
3. Coordinate and manage environmental state/federal planning consultation.
4. Manage internal planning team processes for Tribal departments/staff.
5. Coordinate external consultation with agencies at the staff level (Tribal Administration, Natural Resources, Aquatics, Culture & Heritage, Other).
6. Manage implementation of Tribal Agreements.
7. Manage coordination of Tribal Partnership initiatives.
8. Assist Department Directors to establish coordinated Standard Operating Procedures, to ensure timely and appropriate responses to requests from outside agencies are addressed within established Tribal Standards.
9. Lead coordination of Tribal Council, Klamath Indian Game Commission, Advisory Committees, and department staff on environmental consultation and planning projects.
10. Assist Klamath Tribes staff in organizing and conducting public meetings, workshops, field trips and other forums.
11. Work collaboratively with agencies to facilitate interagency consultation and act as lead on Interdisciplinary teams for NEPA and other environmental planning/analysis.
12. Provide technical direction on environmental planning to other professionals working to develop restoration plans or strategies.
13. Create habitat management or restoration plans, for Tribally owned land.
14. Conduct site assessments to ascertain environmental damage or restoration needs.
15. Collect and analyze data to determine environmental conditions and restoration needs.
16. Conduct feasibility, benefit and cost studies for environmental remediation projects.
17. Communicate findings of environmental studies or proposals for environmental remediation to other restoration professionals.

18. Identify and pursue funding opportunities through agency collaboration, agreements, and environmental grants.
19. Coordinate the planning, development, and maintenance of tribal agreements including MOU, MOA, and stewardship contracts.
20. Establish and maintain partnerships between tribes/communities and agency/science entities that lead to localized stewardship and co-management activities related to conservation and adaptation.
21. Develop public outreach; prepare informational/educational media and make oral and written presentations to multiple audiences, including internal staff, committees, Tribal Council and General Council Members.
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 General Manager. The General Manager 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.

Environmental Coordinator plans and performs assignments independently within existing policies, instructions, previous training, and professional experience.

### **KNOWLEDGE, SKILLS, ABILITIES**

General knowledge and understanding of the Klamath Tribes organization, functions, policies, goals, priorities, and operating programs.

Ability to initiate and manage government to government agreements, including MOUs, MOA, Stewardship Agreements, and other.

Knowledge of NEPA planning, development, and implementation of Categorical Exclusions, Environmental Analysis, and Environmental Impact Statements.

Knowledge of ecological restoration and cultural resource management theories, practices, and principles.

Ability to establish and maintain effective and cooperative working relationships with employees, other departments, state, county and local agencies, contractors, tribal members, elected tribal officials, and the general public.

Excellent written and verbal communication skills.

Ability, knowledge, and skills to prepare budgets and administer contracts in accordance with established policies, rules, and regulations.

Ability to explain conservation practices and monitoring techniques to technical and non-technical audiences

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

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

- **REQUIRED** to possess a Bachelor's Degree in Environmental Science or related field, and minimum 2 years relevant experience. *(Must submit copy of diploma or transcripts with application)*
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **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 responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.
- **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. Contact Human Resources for information on exemption process.

### **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.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
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.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>