



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

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

OPEN: 10/03/22
CLOSE: when filled

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: NATURAL RESOURCES SPECIALIST

RESPONSIBLE TO: Natural Resources Director

SALARY: Step Range: 26 -37 Annual/Full Benefits
Salary Range: \$57,705 – \$79,877
Hourly Range: \$27.74 - \$38.40

CLASSIFICATION: Professional-Management, Regular, Full-Time

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

BACKGROUND: N/A

POSITION OBJECTIVES

The Natural Resources Specialist will provide internal and external coordination and administration of current and emergent environmental issues for department. The Incumbent will assist in developing and implementing programs addressing environmental issues such as forest health, water quality, air quality, climate change, conservation districts, and contaminated sites.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serve as advisor and coordinate planning and implementation of technical cooperation between the Klamath Tribes Natural Resources Department and other governments and agencies.

2. Ensure all aspects of department programs are planned and carried out in a timely and efficient manner to promote the sustainable development, management, and conservation of forest resources and other natural resources.
3. Establish, develop, and maintain effective working relationships with key partners requiring consultation with other governments and agencies.
4. Advise Tribal staff for the area to which the incumbent is assigned on potential problems and emerging issues on matters involving policy, and makes recommendations.
5. Negotiate programs of work and agreements with governments and/or other organizations as appropriate.
6. Administer the design, implementation, and evaluation of natural resources activities; including technical review and annual reporting.
7. Manage financial mechanisms for accomplishing program goals and objectives including grants, cooperative agreements, joint ventures, contracts, and other procurement mechanisms.
8. 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 Natural Resources Specialist 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 manage government to government agreements, including Memorandum of Understanding, Memorandum of Agreement, 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.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to possess a Bachelor's Degree in Environmental Science or related field, **OR** equivalent job-related experience may be substituted for degree. Consideration will be given to a relevant combination of education/experience equal to at least four years. *(Submit documentation 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 HR for exemption process.

Preferred Qualifications:

- Bachelor's Degree in Environmental Science or related field, preferred.

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)**