



## The Klamath Tribes

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

Phone: (541) 783-2219

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OPEN: 02/23/24

CLOSE: 03/08/24

EXEMPT X  
NON-EXEMPT     

### POSITION DESCRIPTION

**POSITION:** NATURAL RESOURCES COMPLIANCE OFFICER

**RESPONSIBLE TO:** Natural Resources Director

**SALARY:** Step Range: 30-40; Annual/Full Benefits  
Salary Range: \$64,947 - \$87,283  
Hourly Range: \$31.22 - \$41.96

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

**LOCATION:** Klamath Tribes Administration  
Natural Resources Department  
501 Chiloquin Blvd.  
Chiloquin, OR 97624

**BACKGROUND:** Comprehensive Employee Level

### POSITION OBJECTIVES

The Natural Resources Compliance Officer performs a variety of professional and managerial work for the Natural Resources Department. The Natural Resources Compliance Officer is responsible for overseeing and managing various aspects of the department, specifically related to securing funding through grants, administering agreements, managing financial resources, and handling contracts. The Natural Resources Compliance Officer works closely with Federal and State land management agencies and non-governmental organizations on projects and issues affecting Tribal Treaty Resources and other areas of interest to the Tribes.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Prepare grant proposals, applications, and supporting documents, ensuring compliance with all relevant regulations and guidelines.

2. Serve as the point of contact and coordinate process for Natural Resources grants, contracts, and agreements.
3. Develop and maintain relationships with funding agencies, partners, and stakeholders to maximize grant opportunities and secure necessary resources.
4. Monitor and track grant expenditures, ensuring adherence to budgetary guidelines and reporting requirements.
5. Work closely with the Grants & Contracts Officer to negotiate and establish agreements with external entities, including government agencies, non-profit organizations, and private entities, to support natural resource management initiatives.
6. Review and analyze agreements to ensure compliance with Tribal regulations and standards.
7. Maintain strong relationships with partners and stakeholders, fostering effective communication and cooperation.
8. Oversee department financial processes, including purchasing, invoicing, and payments, in accordance with Tribal financial policies and procedures.
9. Review, navigate processes, and manage contracts related to natural resource projects, services, and partnerships.
10. Ensure compliance with contractual terms, conditions, and legal requirements.
11. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

### **SUPERVISORY CONTROLS**

The Natural Resources Compliance Officer is directly supervised by the Natural Resource Director. The supervisor outlines the overall Tribal and project objectives and priorities, timelines and financial resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgment according to training, experience and instructions. Work is reviewed for compliance with policy, procedures and goal attainment.

This position is expected to work independently, using professional knowledge and judgment in ensuring that duties and responsibilities are carried out in a timely manner and that policy and procedures are followed. The Natural Resources Compliance Officer must exercise good judgment in working with the public, agencies, and other entities.

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

General knowledge and understanding or ability to quickly learn the Klamath Tribes organization, functions, policies, goals, priorities, and operating programs.

Knowledge of effective research and technical writing techniques. Above average knowledge of grammar, spelling, punctuation, and vocabulary skills.

Familiarity with tribal regulations, policies, and procedures related to natural resource management and finance.

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.

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

Ability to achieve programmatic and organizational objectives making sound decisions exercising judgment based on previous experience, training, and instructions.

Ability to organize, plan and coordinate proposals and references, and to organize and prioritize requests to meet the work demands and deadlines.

Excellent communication skills. Ability to communicate orally and in writing. Incumbent must be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports, presentations, providing instructions, etc.; as well as for obtaining information or conveying messages.

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

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

- **REQUIRED** to possess an Associate's Degree in Business Administration, Natural Resources Management or related field. (*Must submit copy of diploma or transcripts with application.*)

- **REQUIRED** to have a minimum of four (4) years of progressively responsible managerial or administrative experience.
- **REQUIRED** to have a minimum of three (3) years of demonstrated work experience in managing grants, contracts, and agreements.
- **REQUIRED** to have a demonstrated ability to develop budgets for programs and projects.
- **REQUIRED** to have computer experience; emphasis will be in the use of accounting software, 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 submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **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.

**Preferred Qualifications:**

- Positive work experience with Native Americans in a related field.
- Experience with database software.
- Understanding of Tribal Governments, Tribal P.L. "93-638" programs, indirect cost/contract support application.

**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>