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

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

OPEN: 05/13/24
CLOSE: until filled

EXEMPT ____
NON-EXEMPT _X__

POSITION DESCRIPTION

POSITION: **RESTORATION PROJECT MANAGER**

RESPONSIBLE TO: Environmental Scientist

SALARY: Step Range: 19-38; Full Benefits
Salary Range: $46,919 - $82,273
Hourly Range: $22.56 - $39.55

CLASSIFICATION: Non-Management, Regular, Full-Time

FRRA CLASSIFICATION: This position is considered fully classified for Klamath Tribal members in accordance with the *Klamath Tribes Administration Policies & Procedures Reporting and Recordkeeping for Fishing Rights-Related Activity*.

LOCATION: **The Klamath Tribes Ambodat Department**
Sprague River Water Quality Lab
5671 Sprague River Highway
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The primary purpose of this position is to support the Environmental Scientist and Water Rights Specialist by working independently and as part of a team managing and implementing riparian and aquatic restoration projects in the Upper Klamath Basin.

The Restoration Project Manager will work with individual landowners, organizations, and agencies to encourage and implement natural resource protection and restoration on tribal, public, and private lands. This includes identifying and building partnerships with landowners and others interested in aquatic and riparian restoration.

The Restoration Project Manager works with other Ambodat Department staff (Fisheries Biologist, Hydrologist, Water Rights Specialist and technicians) to implement the Department's habitat and fisheries restoration goals for the Upper Klamath River Basin.

MAJOR DUTIES AND RESPONSIBILITIES

1. Identify willing private landowners and develop working relationships to implement restoration activities on private lands. Develop restoration projects on federal, state, or other government-owned lands.

2. Design and develop restoration projects under the guidance of the Environmental Scientist.

3. Manage day-to-day logistics of restoration project implementation including interacting with landowners (state, federal, private), overseeing contractors, and collaborating with professionals from state and federal agencies and nonprofit organizations.

4. Oversee project permitting, create project budgets, select contractors, and acquire equipment and materials for restoration project implementation.

5. Conduct outreach activities within the community to showcase completed projects and encourage further recruitment of private landowners to the restoration program.

6. Prepare cooperative agreements between The Klamath Tribes and its partners which include work plans, responsibilities, reporting and contracting requirements, and budgets.

7. Coordinate with the Environmental Scientist to develop project-specific monitoring.

8. Develop proposals concerning potential restoration projects and assists with the preparation of grant applications to secure additional funding to leverage funding from The Klamath Tribes.

9. Write annual progress reports detailing accomplishments and challenges associated with restoration activities.

10. 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 Restoration Project Manager is directly supervised by the Environmental Scientist. The supervisor outlines the overall Tribal and project objectives and priorities, timelines, and financial resources available. The incumbent plans and schedules recurring work, handles problems, and completes work using their own initiative, exercising judgment according to training, experience, and instructions. Work is reviewed for compliance with policy, procedures, and goal attainment.

The incumbent is expected to work independently, using professional knowledge and judgment in ensuring that duties and responsibilities are carried out in a safe, timely manner and that policy and procedures are followed.

KNOWLEDGE, SKILLS, ABILITIES

Applied experience in aquatic and riparian restoration project management and implementation.

Knowledge and ability to integrate diverse technical information into effective, implementable ecosystem and fisheries restoration action.

General knowledge of aquatic ecology, hydrology, and cold-water fisheries.

Ability to obtain permits necessary for restoration activities and complete environmental compliance requirements for state and federal environmental protection laws and regulation.

Ability to interact and develop productive working relationships with private landowners and state and federal and other government agencies representatives.

Knowledge of agricultural practices (e.g., irrigation systems, gazing management) and rural land uses to enable the evaluation of probable effects and compatibility of habitat restoration projects and conservation easements on riparian and aquatic systems within an agriculturally-based community.

Strong communication skills including: technical writing, oral and written negotiation, explaining scientific information to lay audiences, and public speaking, sufficient to present findings (internally and externally), technical information, and recommendations in a clear, logical and scientifically defensible manner.

Skill in the use of computers and software for organization and display of information in GIS, GPS spatial data collection, word processing, electronic mail, development of databases, calculating and analyzing information in spreadsheets, and preparation of presentations.

Ability to collaborate effectively with landowners, agency representatives, contractors, and the scientific community, and interact with people of diverse backgrounds in a professional manner using tact, diplomacy, and mature judgment while pursing tribal interests.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities of the Ambodat Department. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary to meet program goals and deadlines.

Ability to work outside in adverse weather conditions.

Ability to drive on rugged roads in adverse weather conditions.

Ability to operate water craft (drift boat, Boston Whaler, etc.) on rivers and lakes in challenging conditions (high winds, large waves, shallow water, etc.).

Must be willing and able to work irregular hours in adverse weather conditions for extended periods of time.

Must be dependable, responsible, highly motivated, and willing and able to work independently and as part of a team.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess a Bachelor of Science in Environmental Science, Fisheries, Hydrology, or closely related field **OR** an Associate's Degree and two years of related environmental experience. (*Must submit copy of diploma or transcripts with application.)*

- **REQUIRED** to have at least one year of experience managing and implementing aquatic and riparian restoration projects.

- **REQUIRED** to have a minimum of (6) months of experience developing successful federal and state permit applications for restoration projects, interaction, and development of working relationships with private landowners for the purpose of implementing restoration projects, and experience managing contractors and on-the-ground construction activities associated with habitat restoration projects.

- ***REQUIRED*** *to* have demonstrated ability to write well, concisely communicating complex information to a variety of audiences. *(Must submit with application, a 2-5 page sample of a document authored by applicant.)*

- **REQUIRED** to have computer experience; emphasis will be experience using 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.

Preferred Qualifications:

- Experience developing successful grant applications, preferred.

- Experience with ArcGIS and report writing, preferred.

- Experience designing habitat restoration projects, 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)**