



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

Phone: (541) 783-2219  
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OPEN: 03/12/26  
CLOSE: 03/26/26

EXEMPT \_\_\_\_\_  
NON-EXEMPT \_\_\_\_\_

**POSITION DESCRIPTION**

**POSITION:** Tribal USFS Liaison

**RESPONSIBLE TO:** Chief Executive Officer

**SALARY:** Step Range: 37-46; Annual/Full Benefits  
Salary Range: \$84,699 - \$110,513  
Hourly Range: \$40.72 - \$53.13

**CLASSIFICATION:** Full-Time, Exempt, Professional

**LOCATION:** Tribal Administration Office, Chiloquin Oregon  
and the Chiloquin or Klamath Ranger District

**BACKGROUND:** N/A

**POSITION OBJECTIVES**

The Tribal USFS Liaison serves as the primary representative of the Klamath Tribes in fostering government-to-government relationships with the Forest Service, to uphold the Tribe's rights, including treaty rights, and trust responsibilities. The position provides leadership, coordination, and program direction to facilitate consultation, communication, and partnerships between the Tribe and Forest Service, ensuring the Tribe's interests in natural resource management, sacred site protection, and program delivery are advanced. The incumbent will develop and manage a comprehensive Tribal Relations Program to address the current and future needs of the Klamath Tribes while serving as a member of the Tribal Administration leadership team and the Forest Leadership Team.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Represent the Klamath Tribes in government-to-government relations with the Forest Service, ensuring the Tribe's sovereignty and treaty rights are fully respected and upheld in all interactions and decisions.
2. Develop, manage, and implement a comprehensive Tribal Relations Program to ensure the Tribe's trust responsibilities are fulfilled, addressing current and future needs related to natural resource management, sacred sites, and cultural resources.
3. Facilitate communication between the Klamath Tribes and Forest Service on matters such as natural resource management, program delivery, employment opportunities, protection of sacred and cultural sites, and access to traditional resources.
4. Coordinate Tribal Administration's engagement with Forest Service programs to meet the Tribe's needs, providing guidance on the consultative process to maintain and strengthen government-to-government relationships.
5. Serve as a technical liaison and authority, developing policies, recommendations, action plans, and Memorandums of Understanding (MOU) to address Tribal treaty rights, sacred site access, and resource concerns, ensuring compliance with laws such as the Tribal Forest Protection Act, American Indian Religious Freedom Act, and relevant Executive Orders.
6. Assess the impact of federal, state, or local plans, projects, programs, and activities on Tribal trust resources, ensuring the Tribe's rights and concerns are fully considered and integrated during development and implementation.
7. Advise the Tribal Council, Chief Executive Officer and Tribal staff on procedural or policy impediments that impact the Tribe's ability to work effectively with external agencies, recommending new initiatives to strengthen these relationships.
8. Conduct projects and studies to evaluate and enhance the effectiveness and efficiency of Tribal relations, providing periodic reports to the Chief Executive Officer on activities and progress in improving partnerships.
9. Provide training and guidance to Forest Service and Tribal staff on appropriate protocols for interacting with agency representatives to uphold government-to-government relationships and respect Tribal sovereignty.
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 incumbent works under the supervision of the Chief Executive Officer in cooperation with the Forest Supervisor. The incumbent and Chief Executive Officer and Forest Supervisor collaboratively develop project plans, including work scope, objectives, and deadlines. The incumbent independently plans and completes assignments, resolves conflicts, and coordinates with others as needed, keeping the Chief Executive Officer informed of progress. Work is reviewed for results achieved, quality of service provided to the Tribe and Forest Service partners, and alignment with position goals. The incumbent uses experienced judgment to interpret and adapt general guidelines, such as Treaties, Executive Orders, and Tribal and Forest Service policies, to address complex issues. The incumbent coordinates directly to the Forest Supervisor but will coordinate with District Rangers, Program Managers and other Forest Service employees.

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

- Comprehensive knowledge of American Indian issues, treaty rights, customs, culture, and traditional resource use to advise on Tribal responsibilities and interactions with external agencies.
- Understanding of Tribal sovereignty, protocols, and belief systems to implement activities respectfully and effectively.
- Knowledge of federal, state, and local agency programs, operations, and the legal framework governing Tribal relations, including the U.S. Constitution, Treaties, statutes, and Executive Orders.
- Skill in conflict resolution, interest-based negotiation, and collaboration to resolve disputes and develop partnerships with external entities.
- Ability to analyze socio-economic and socio-political issues, synthesize technical information, and assess Tribal resource concerns.
- Advanced oral and written communication skills to negotiate agreements, make presentations, conduct training, and write reports.
- Familiarity with Ecosystem Management and its application to Tribal communities interfacing with federal and state land management systems.
- Ability to work with diverse groups, including Tribal leaders, government agencies, and non-governmental organizations, to promote cooperation and achieve mutual objectives.

- Familiarity with Forest Service or public land management, laws and regulations and policies.

### **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 a related field such as Native American Studies, Natural Resource Management, Public Administration, or equivalent (Must submit copy of diploma or transcripts with application).
- **REQUIRED** to have at least three (3) years of professional experience in Tribal relations, natural resource management, or a related field.
- **REQUIRED** to have three (3) or more years of demonstrated experience working directly with Tribal governments in government-to-government capacity.
- **REQUIRED** to have demonstrated experience with developing Memorandums of Understanding (MOU) or similar agreements on behalf of Tribes with government agencies.
- **REQUIRED** to have the ability to speak and write effectively, and prepare clear, concise and complete written and oral reports; submit a writing sample with application. Document must reflect the applicant's ability to write professionally, clearly, and succinctly.
- **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.

### **Preferred Qualifications:**

- Master's Degree in Native American Studies, Public Administration, or a related field.

- Five (5) or more years of experience working directly with Tribal governments in a government-to-government capacity.
- Experience with grants and contracting.

### **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)**