



THE COQUILLE INDIAN TRIBE
OPEN UNTIL FILLED
FIRST CONSIDERATIONS JUNE 23, 2017

Job Title: NATURAL RESOURCES DIRECTOR
Department: Natural Resources
Reports To: Deputy Executive Director
FSLA Status: Exempt Full-Time
Salary Grade: \$75,041 to \$113,464 annually, DOE

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Deputy Executive Director, the Natural Resources (NR) Director provides management of the NR Department which includes the programs and/or functions of: Natural Resources, Planning and Protection, Forestry, Water Resources, Fish and Wildlife, Fire Management (wildfire protection and prescribed fire treatments) and natural resources related environmental services. The NR Director provides leadership, policy direction, program management and administration and oversight for assigned program functions subject to applicable Federal, Tribal, and State laws, regulations, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides overall direction and coordination for program activities of the NR Department. Ensures coordination with other Tribal programs to achieve effective and efficient work accomplishments consistent with the Tribal Council goals and policies for management of Tribal natural and cultural resources.
2. Serves as Forest Manager/Officer in Charge for BIA approved timber sales and reviews and inspects Tribal timber sale areas as needed to ensure adherence to applicable forestry laws, regulation, practices and procedures, and compliance with sale terms. Oversee the design and implementation of management actions for utilization of natural resources. Specifically, Timber Sale layout and administration, including traversing, timber cruising, roads layout, contract writing/administration, log scale accounting, and GIS/GPS support.
3. Provides professional leadership and direction to department staff in addressing departmental tasks. Supervises and reviews the performance of staff. Ensures that program functions are planned and implemented in accordance with applicable laws, regulations and policies and that full compliance with funding sources is achieved.
4. Responsible for the development, implementation, and overall management of the program budget. Ensure that all program areas are prioritizing and assessing budget and workflow to best utilize staff and financial resources.

5. Assures that all forest management requirements under the Northwest Forest Plan, National Indian Forest Resource Management Act, Oregon Forest Practices Act, and the Forest Stewardship Council certification are being met.
6. Coordinate forest management related correspondence with the Bureau of Indian Affairs; securing official signatures as directed.
7. Subject to the authority of the Tribal Council under CITC 190, coordinates the activities and responsibilities of the Tribe regarding existing natural resources intergovernmental agreements, including cooperative agreements, MOUs/MOAs and other formalized relationships with Federal and State Agencies, local governments, and other entities relating to natural resources program activities.
8. Maintains ongoing contact and involvement with other governmental bodies, interagency committees, advisory groups, intertribal organizations, academic institutions, watershed councils, and private sector entities as necessary to share knowledge about natural resources management issues of common interest, seeks mutually beneficial solutions to problems and provides input relating to Tribal interests and concerns.
9. Participates in government to government consultations and interdisciplinary science, scoping and review teams for NEPA and ESA compliance. May provide expertise to tribal executives and legal staff for developing and maintaining formal inter-governmental agreements; government to government consultations; and communications protocols between the Tribe, Federal and State agencies, and other Tribes.
10. Assesses the availability and the level of resources necessary to ensure efficient and effective delivery of natural resources program services to meet goals and requirements of the Tribal Council. Consistent with established policies and procedures, manages the department budget and, when necessary, redistributes available resources to meet changing program needs.
11. Reviews and comments on proposed State and Federal laws and administrative rules.
12. Write grant applications and reports related to natural resources program activities. In accordance with established protocol, monitor grant work accomplishments and evaluate success in achieving required deliverables and outcomes.
13. Coordinate wildfire protection, insects, disease and noxious-weed control activities and law enforcement actions related to protection of natural resources. Provide professional leadership for the oversight and monitoring of contractors involved in natural resources protection and restoration activities.
14. Serves on the Sekwetse Corporation Board of Directors.
15. Meets with the Natural Resources Committee to provide an overview of the natural resources programs and support committee objectives as necessary.
16. Performs other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

The physical ability to stand, sit or walk frequently. The physical ability to drive vehicles, with either standard or automatic transmissions, for up to 2 hours or more per day. The physical ability to use both hands for frequent fingering and occasional simple grasping. The physical ability to frequently carry up to and including 25 pounds of weight for distances of up to 2 miles in various weather conditions and across various surfaces. The physical ability to rarely carry over 25 pounds of weight for distances up to 50 feet in various weather conditions and across various surfaces. The physical ability to occasionally lift up to and including 50 pounds of weight between the floor and the waist. This weight will be constituted by the following items, but not limited to them: equipment, tools, firefighting tools, etc. The physical ability to work on uneven surfaces continuously. The physical ability to work outdoors in all temperatures and weather conditions. The physical ability to work around loud and

constant noise continuously. The physical ability to tolerate required personal protective equipment such as safety/fire boots, work gloves, safety glasses, ear protection, safety vests, hard hats, and face shields.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
5. Working knowledge of: Oregon Coastal timber species, cruising, scaling and grading rules and procedures, forest terminology, mapping and the use of aerial photographs.
6. Knowledge of timber cruising, skyline analysis and road design type programs, and computer aided mapping programs.
7. Working knowledge of federal and state regulations and policies applicable to management of Indian trust lands and natural resources a plus (i.e., those associated with the Environmental Protection Agency, Endangered Species Act, Oregon Forest Plan, National Environmental Policy Act, Northwest Forest Plan, National Historic Preservation Act, etc.)
8. Knowledge of federal agency administrative and regulatory policies (e.g. Bureau of Land Management, Forest Service, etc.).
9. Knowledge of economic principles and marketing strategies for the commercial sale of forest products and other natural resources commodities.
10. Knowledge and skill in performing department-level administrative functions, including personnel and budget management, procurement, preparation and administration of contracts, grants and agreements and program evaluation and reporting.
11. Ability to maintain effective working relationships with outside governmental officials, administrative and granting agencies.
12. Extensive knowledge of Bureau of Indian Affairs programs, policies and procedures, and budgeting process.
13. Knowledge and experience with GIS and GPS software and data collection.
14. Knowledge of natural and cultural resources.
15. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
16. Knowledge of and experience with logging systems, forest plantation, seedling planting, vegetation management, and pre-commercial thinning.
17. Ability and working knowledge necessary in the use of forest inventory and surveying tools
18. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.

MINIMUM QUALIFICATIONS

1. Bachelor of Science Degree with a major field of study in Forest Management, Biology, Fishery and Wildlife Management, or related natural resources management discipline.
2. Masters of Science preferred.
3. Professional work experience of five years or more administering programs, projects and providing technical expertise directly related to management of natural resources required.
4. Extensive knowledge of BIA programs, policies and procedures, and budgeting processes preferred.
5. Experience with management of Indian trust natural resources preferred.
6. Successful candidate should have extensive knowledge of BIA programs, policies and procedures, and budget process.
7. Successful candidate should possess a strong awareness of stewardship.
8. Excellent oral and written communication skills, including technical, regulatory and policy writing skills required.
9. Specific knowledge of federal resource management plans and standards and guidelines for managing federal lands preferred.
10. Current and valid Oregon Driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier required.

Visit www.coquilletribe.org for an application
Or
Contact HR at 541-756-0904.

Submit completed application with resume to:
Human Resources Director
Coquille Indian Tribe Administration Offices
3050 Tremont St. North Bend, OR 97459