

**NORTHERN CHEYENNE TRIBE
JOB ADVERTISEMENT
2017 #2**

POSITION: Natural Resources Administrator

DEPARTMENT: Environmental Protection & Natural Resources

ACCOUNTABLE TO: Director

CLASSIFICATION: Permanent Full-Time

SALARY: \$42,000.00-\$52,000.00 Depending on Experience/Education

OPENING DATE: September 26th 2017 **CLOSING DATE:** October 20th 2017

HOW TO APPLY: Submit a completed application, Resume, three (3) letters of recommendation, Valid Driver's License copy, current driving record from the Montana State Driver's License Bureau, diploma or college transcripts, training certificates, DD-214 Military Service Record (if claiming veteran's preference), a Certificate of Indian Blood or Tribal Identification Copy (if claiming Tribal Preference) to the Human Resources Office, P.O. Box 128, Lame Deer, MT 59043.

IF YOU HAVE PREVIOUSLY APPLIED FOR THIS POSITION AND WOULD LIKE YOUR APPLICATION RESUBMITTED, PLEASE COME DOWN TO THE H.R. OFFICE AND RESUBMIT AN UPDATED TRIBAL APPLICATION, THANK YOU.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

This position provides office and field support to the Department of Environmental Protection & Natural Resources (DEPNR) Director in areas directly or indirectly related to work involving a variety of land and water-based activities including water and habitat management; land planning and coordination, resources identification and allocation; and other activities involving wildlife resource utilization, protection, inventory, evaluation; parks and recreation management, noxious weed management, pesticides oversight, and mapping. This position's primary concerns are to provide opportunities for the creative use of leisure time outdoors, with due regard to protecting and enhancing the quality of the outdoor environment for the enjoyment of people. The work requires applied knowledge of the practices of natural resource conservation involved in developing and coordinating programs to provide recreational resources and the techniques of area planning.

JOB CHARACTERISTICS:

Nature of Work: The daily activities of this position encompass office work and field work, in all weather conditions. Field work may occur year-round with extensive field work during spring and summer seasons. Such fieldwork may involve inventorying and assessing land, fish and wildlife and their habitats, recreational areas/parks, etc. Office activities include development of comprehensive plans to address natural resource management, fish and game, parks and recreation area planning/maintenance, noxious weeds and pesticide use, etc.

Business Contacts: Daily contacts with Environmental and Natural Resource personnel with scheduled meetings with the DEP NR Director, other DEP NR Administrators. Intermittent contact with Tribal Administration, Bureau of Indian Affairs, Bureau of Reclamation, U.S. Geological Survey, Department of Natural Resources and Conservation (DNRC/MT), U.S. EPA, the tribal council and general public.

Supervision Received: This position will receive general supervision by the Director of the Environmental and Natural Resource Department.

Supervision Exercised: This position will exercise supervisory duty/authority over positions outlined by the Director and documented in writing.

Essential Functions: This position performs duties that require the ability to communicate effectively with the Director, and federal/state officials. Assists other programs within the department and contributes to the goal of conservation and protection of the Tribe's environment and natural resources.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge: This position requires knowledge of math, science, surface/groundwater, wildlife and parks management, habitats, grant writing and development, grants management, and map reading. This position requires basic knowledge of computer software, GIS/GPS equipment, survey methodology, report writing, data collection, and record keeping.

Skills: This position requires skill in working with the administrative aspects of grants, the use of GPS/GIS equipment, hydrologic instruments, computers, calculators, power tools, and other office/field equipment.

Abilities: This position requires the ability to conduct fieldwork in all weather conditions, operate field equipment, use program vehicles, use power tools, and use surveying equipment. Must be able to lift over 50lbs. In addition, the position requires exceptional written and oral communications with the ability to follow written and verbal instructions. Also, this position as related to the entire department will have other duties assigned and will likely be cross-trained to assist other departmental programs.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Provides direct management of fish and wildlife resources.
- Provides direct management and maintenance of tribal recreational areas/parks.
- Addresses and manages noxious weeds and pesticide use.
- Completes inventorying, surveying, mapping, and assessment of wildlife areas, land, recreation areas, parks, habitats, noxious weeds, buffalo heard, etc.
- Performs data collection and recordkeeping.
- Prepares and completes program reporting as outlined in grant requirements.
- Provides technical support to protect natural resources.
- Establishes effective communications with Tribal, Federal and State agencies, general public, and DEP NR personnel.
- Maintains and is responsible for tools, supplies, equipment, and vehicles associated with the office and fieldwork operations.

EDUCATION AND EXPERIENCE REQUIREMENTS & DOCUMENTATION:

1. A Bachelor's of Science Degree from an accredited college or university with major coursework in natural resources, environmental science, business administration or management, or related science field. Must provide copy of credentials.

OR

2. A combination of education, experience, training: At least FIVE years of specialized experience that demonstrates understanding of grants development, management, program administration (in natural resources, environmental protection, or business management), college-level education, and training that provided professional program knowledge. Research internships may count toward work experience and must be documented on resume. Must provide a copy of your college transcripts and training certificates.

ADDITIONAL KEY REQUIREMENTS:

1. Must sign waiver for pre-employment drug testing and pass urinalysis screening.
2. This position requires use of program vehicles and equipment. Must possess a valid driver's license and be insurable under the Tribe's Insurance Policy. Must provide a copy of driver's license and driving record.

3. Must sign a disclosure statement and agree to a background check. Selection and retention in this position is contingent on a successfully adjudicated criminal history check and background investigation.

ADDITIONAL WEIGHING FACTORS:

1. Indian Preference will be given to qualified enrolled members of a federally-recognized tribe, with priority consideration to members of the Northern Cheyenne Tribe. Must provide a copy of your Certificate of Indian Blood or tribal identification.
2. Veterans Preference will be given to applicants discharged or released from active duty in the Armed Forces under honorable conditions (i.e., honorable or general discharge) are eligible for veterans' preference. Must provide DD-214 Military Service Record.