

**NORTHERN CHEYENNE TRIBE  
NATURAL RESOURCES DEPARTMENT  
WATER RESOURCES PROGRAM  
JOB ANNOUNCEMENT  
2019**

**POSITION:** Water Resources Technician II

**SALARY:** \$15.00

**DEPARTMENT:** Natural Resources Department

**ACCOUNTABLE TO:** Water and Natural Resource Administrator

**CLASSIFICATION:** 6 – 12 month position

**OPENING DATE:** June 12, 2019

**CLOSING DATE:** June 28, 2019

**How To Apply:** Submit a completed application, **RESUME**, (3) (within 1 year) letters of reference/recommendation, copies of certifications, (if claiming Indian Preference) a Tribal I.D. or Tribal Certification, (if claiming Veteran's Preference) a DD214, copy of college transcripts, Valid Montana Driver's License, Montana State driving record and be insurable to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**ALL APPLICATIONS ARE ACCEPTED by Human Resources Department**

**And FORWARDED to the Programs/departments.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED BY THE ADVERTISING PROGRAM**

**SUMMARY OF WORK:**

This position **provides** office and field **support** to the following areas directly or indirectly related to the administration, beneficial use and protection of the Northern Cheyenne Tribal Water rights by inventorying, monitoring, conducting data collection and records management, research/investigation, creating maps, conducting and field visits. Additionally, this position works to identify sources of needs in the wildlife, recreation and parks, and best management practices for tribal management of the natural resources.

**JOB CHARACTERISTICS:**

**Nature of Work:** The daily activities of this position encompass office and field work, in all weather conditions, with extensive field work occurring during irrigation and construction season with routine monitoring of surface water and ground water stations and riparian habitat protection, wildlife and parks and conservation.

**Personal Contacts:** Daily contacts with Natural Resources personnel with scheduled contacts and meetings with Water and Natural Resources Administrator and legal counsel. Intermittent contact with the Tribal Administration, Bureau of Indian Affairs, Bureau of Reclamation, U.S. Geological Survey, Department of Natural Resources and Conservation (DNRC/MT), Tongue River Water Users, Private entities and the general public.

**Supervision Received:** This position is expected to work self-reliantly with general supervision and general oversight by the Water and Natural Resources Administrator.

**Supervision Exercised:** This position does not exercise supervisory duty/authority.

**Essential Functions:** This position performs duties that **require** the ability to communicate effectively with supervisor, water users, legal counsel and Federal/ State officials. Assist the Water and Natural Resources Administrator in protecting Tribal Water Rights through active participation in the State of Montana water right adjudication process. Also, assist hydrologic monitoring, data and record management and development of outreach and management tools for pollution prevention. Assist the Water and Natural Resource Administrator in protecting water, wildlife, parks, and recreations sites by identifying best management practices.

#### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Office clerk duties, processing vouchers, invoice submissions, office inventories, filing, and some budget management
- Provides technical review in evaluating off-reservation Montana water rights claims.
- Develop and maintain accurate filing system of official record of Northern Cheyenne Tribe's response and involvement in water rights adjudication within Rosebud Creek and Tongue water sheds
- Performs field visits to off-reservation lands to examine and field-verify off-reservation water rights claim
- Conduct monitoring and sampling of surface and ground water within the exterior boundaries of the Northern Cheyenne Reservation.
- Maintains and is responsible for tools, supplies, equipment and vehicles associated with Water Resource Program's office and fieldwork operations.
- Develop a process and procedures for water leases requirements.
- **Adheres** to safety and confidentiality standards.
- Other duties as assigned.

#### **JOB REQUIREMENTS:**

**Knowledge:** This position **requires** advanced knowledge of math, survey methodology, data and records management, and map reading. This position requires intermediate knowledge of computer software, GIS/GPS equipment and software. State of Montana water right adjudication process, word processing, report writing and data collection.

**Skills:** This position **requires** skills with the use of GPS/GIS equipment and software, hydrologic instruments, computers, calculators, power tools, and other office/field equipment.

**Abilities:** This position **requires** the ability to operate field equipment, program vehicles, power tools and, surveying equipment. This position also **requires** exceptional written and oral communications with the **ability** to follow written and verbal instructions.

### **EDUCATION AND EXPERIENCE:**

1. Two-year **Associates Degree** from an accredited college or university with major coursework in natural resources, hydrology, environmental science, business administration or management or related science field. **Must** provide copy of credentials.
- OR**
2. A combination of education, experience, and training: Minimum of **12** months combined work experience, preferably in natural resources/environmental field. 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:**

- **Must** sign waiver for pre-employment drug testing and pass urinalysis screening.
- 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**.
- **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.