

**SHOALWATER BAY INDIAN TRIBE  
JOB DESCRIPTION**

**Job Title:** Natural Resource Director  
**Department:** Environmental  
**Reports To:** CEO/Tribal Administrator/Tribal Council  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 11/1/17  
**Approved By:** CEO/Tribal Administrator  
**Approved Date:** 11/1/17

**SUMMARY:** Performs a variety of complex management and administrative functions to manage, protect, preserve and enhance Tribal natural resources. Plans, directs, and coordinates activities of staff involved in developing procedures, equipment, and techniques to solve environmental problems by performing the following duties personally or through subordinate supervisors:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develops, establishes and meets Natural Resource Department short term and long term goals and objectives. Develops and implements associated work plans and procedures.
- Secure and manages Natural Resource Department Grants, Contracts and MOA's.
- Ensures clear and effective policies and regulatory administration and compliance procedures.
- Represents the Natural Resources Department programs to other governmental and non-governmental agencies, organizations, Tribes, staff and the general public.
- Develops and maintains records, reports and documents related to program activities, resource inventories and management data.
- Prepares environmental project feasibility and progress reports.
- Reviews technical aspects, including quality assurance (QA), of projects. Reviews project operations to ensure coordination of efforts and timely submission of reports.
- Analyzes reports to evaluate program effectiveness and budgetary needs.
- Approves expenditures necessary for completion of project.

- Coordinates planning, monitoring, and operating phases to complete project.
- Confers with local regulatory agencies to discover local environmental quality standards, industrial practices, and new developments in pollution abatement.
- Provides technical assistance to agencies conducting related environmental studies.
- Develops and implements budgets for program projects.
- Monitors expenditures to remain within established budgetary constraints.
- Ensures that the CEO/Tribal Administrator and Tribal Council have the information and assistance necessary to assess and respond to the actions or decisions of other public, private or special interest groups which might affect the Tribe's management of natural resources.
- Keeps the CEO/Tribal Administrator and Tribal Council informed of program progress, plans and priorities, needs and issues. Submits reports as directed.
- Works cooperatively with all other Departments.
- Maintain confidentiality of all privileged information.
- Other duties may be assigned.

**SUPERVISORY REQUIREMENTS:** Directly supervises employees of the Environmental Department. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directly work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**COMPETENCIES:**

Analytical - Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs work flows and procedures.

Project Management – Develops project plans. Coordinates projects. Communicates changes and progress. Completes projects on time and budget. Manages project team activities.

Problem Solving - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.

Interpersonal Skills – Focuses on solving conflict, not blaming. Maintain confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others' ideas and tries new things.

Teamwork – Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed.

Leadership – Exhibits confidence in self and others. Inspires and motivates others to perform well. Effectively influences actions and opinions of others. Accepts feedback from others.

Judgment – Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.

Professionalism – Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.

Adaptability – Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Dependability – Follows instructions, responds to management direction. Takes responsibility for own actions. Keep commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Organizational Support – Follows policies and procedures. Completes administrative tasks correctly and on time. Supports organizations goals and values.

Attendance/Punctuality – Is consistently at work and on time. Ensures work responsibilities are covered when absent. Arrives at meetings and appointments on time.

Safety and Security – Observes safety and security procedures. Determines appropriate action beyond guidelines. Reports potentially unsafe conditions. Uses equipment and materials properly.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Master's degree (M.A.) or equivalent; and four to ten year's related experience and/or training; or equivalent combination of education and experience. Minimum of five years experience in a natural resource related field. Demonstrated experience operating within a multi-disciplined natural resource environment. Demonstrated budgeting and supervisory experience. Knowledge and understanding of Tribal Governments and Natural Resource issues. Knowledge of Federal, State, and local laws, regulations, codes, policies and procedures relative to the management of Natural Resources and the environment. Demonstrated organizational and planning skills.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is required to stand, walk, use hands to finger, handle, or feel, stoop, kneel, crouch, or crawl, and taste or smell. The employee may occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

**AT-WILL EMPLOYMENT:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or

the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. This document does not create an employment contract, implied or otherwise.

To Apply: Please fill out an application that can be found on our website [www.shoalwaterbay-nsn.gov](http://www.shoalwaterbay-nsn.gov) and send with cover letter, resume and 3 work references to:

Jesse Smith; HR Director

Shoalwater Bay Tribe

PO Box 130

Tokeland Wa 98590

Or email directly to [jsmith@shoalwaterbay-nsn.gov](mailto:jsmith@shoalwaterbay-nsn.gov)