



Pulikla Tribe of Yurok People Job Description

Job Title: Natural Resources Manager
Department: Natural Resources
Reports to: Director of Natural Resources
FLSA Status: Exempt
Salary: GS 10/11 (\$58,842 - \$84,049)

POSITION DESCRIPTION: This is a supervisory position (Natural Resources Coordinators and Technicians, as designated) and reports directly to the Director of Natural Resources. The Natural Resources Manager will oversee multiple, concurrent field projects with a focus on freshwater and terrestrial ecology. These projects will include ongoing wetlands and stream restoration and baseline monitoring efforts currently being conducted on the reservation of the Pulikla Tribe of Yurok People. In addition, the incumbent will be responsible for managing the implementation of the GAP Program, funded by the U.S. Environmental Protection Agency (EPA), and administered by the Tribe, as well as other grant funded projects. This position is grant funded and as such will require demonstrated excellence in grant writing and grants management.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the guidance and direction of the Natural Resources Director:

- Plans, conducts, and reports on a wide variety of ecological investigations (monitoring and research) with a focus on freshwater and terrestrial habitats.
- Manages the EPA GAP Program to protect the environment of the reservation of the Pulikla Tribe of Yurok People, which includes grants administration and delivery of EPA funded initiatives, such as environmental education, recycling, air quality, abandon vehicle abatement, solid waste, and environmental pollution.
- Prepares project proposals seeking funding to support and expand the GAP Program, Tribal Natural Resources Department priority projects and Tribal capacity building.
- Develops research design, quality assurance and quality control (QA/QC) measures and identifies appropriate methodologies for a variety of environmental data collection efforts.
- Prepares data analyses, writes detailed written technical reports, and gives oral presentations at meetings, conferences, and symposia.
- Represents the Tribe's Natural Resources Department by participating in relevant federal, tribal, state, and local forums and processes to advocate for the protection of the Tribe's natural resource interests, and to stay informed on current events.
- Prepares resource agency permit applications, permit reporting and permit renewals for Tribal activities associated with endangered, threatened, proposed, and candidate species and their habitats.
- Oversees wetland and stream restoration construction projects including coordinating with project engineers and construction contractors, providing daily supervision of activities on the ground including interpreting design plan-sets, surveying, construction staking, erosion control measures, and prepares management plans for restored areas.
- Reviews and/or prepares biological portions of environment assessment/impact statements or comprehensive resource planning reports to evaluate environmental consequences of proposed actions on Tribal fish and wildlife resources of concern.



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- Assists in NEPA and/or CEQA compliance on Tribal projects and/or projects that have the potential to impact the Tribe, as necessary.
- Organizes and convenes community meetings and gatherings as necessary.
- Develops outreach and education materials, including newsletters, website updates, and other social media postings to keep Tribal citizens informed.
- Works with the Tribal community to gather Indigenous Traditional Knowledge and apply that knowledge in natural resources management.
- Leads in the development of environmental ordinances and policies as necessary.
- Provides written monthly reports to the Director of Natural Resources and seeks their guidance and approval, as needed.
- Completes trainings and webinars as assigned.
- Other duties, as assigned, including participation in coastal monitoring and research activities associated with the Tribal Marine Stewards Network.

SUPERVISORY RESPONSIBILITIES: This position has supervisory responsibilities.

MINIMUM JOB QUALIFICATIONS: To perform this job successfully, an individual must be able to perform all essential duties satisfactorily and have the initiative to work independently to accomplish the tasks required. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Environmental Sciences, Biology, Natural Resources Management, Fisheries Biology, and/or other related fields; or an Associate's Degree with at least two (2) years' experience in a position directly related to the job duties of Natural Resources Manager; one year of direct work experience is considered equal to one year of higher education.
- 1-2 years of supervisory experience.
- Demonstrated experience securing and managing grants.
- Familiarity with federal agencies and program funding sources, and experience with applicable federal rules and regulations mandating how tribal natural resource projects are conducted.
- Experience collecting environmental data and managing multiparameter datasets, including developing quality control/assurance protocols for data collection, and experience with electronic data collection methods.
- Ability to communicate effectively and clearly, both orally and in writing, for purposes of correspondence, reports, presentations, communications between workers, with Tribal Council, and with outside entities.
- Must possess the ability and desire to work with the Pulikla Tribe of Yurok People tribal community.
- Must be a team player and be flexible to adapt to changing circumstances.
- Must have a valid driver's license and be insurable.
- Be willing to travel as needed to represent the Pulikla Tribe of Yurok People at conferences, meetings and to attend training courses.



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PREFERRED JOB QUALIFICATIONS:

- Master's Degree in Environmental Sciences, Biology, Natural Resources Management, Fisheries Biology, and /or related fields; one year of direct work experience is considered equal to one year of higher education.
- Knowledge of Yurok culture and language.
- 3-5 years of experience working in Tribal communities and/or for a Tribal government.
- Demonstrated knowledge of natural resource issues in the Klamath Basin.
- Demonstrated excellence with scientific writing, grant writing, securing competitive funding, and grants management.
- Possess advanced computer skills including experience with spatial data and spatial analyses using GIS.
- Demonstrated knowledge of wetlands, their ecological importance, and beneficial uses.

CONDITIONS of EMPLOYMENT:

- Position is a full-time position.
- Position is grant-funded and, therefore, dependent on securing grant award(s).
- All applicants are subject to the Tribe's Substance Misuse Policy and Procedures, including pre-employment screening.
- Must have a valid driver's license and proof of insurance.
- All applicants will acknowledge and abide by all Pulikla Tribe of Yurok People personnel and other policies and procedures.
- Preference will be given to qualified Native American Indian applicants subject to the Tribe's Human Resources Policy & Procedures.
- Must be able to navigate and hike in rugged and remote areas. The employee must occasionally lift and/or move up to 50 pounds.

By signing, I acknowledge receiving a copy of this job description and I understand the content and expectations of the position.

Applicant

Date

Executive Director

Date