



Hoplend Band of Pomo Indians Job Description

Position: Tribal EPA Director (F/T, Grant funded position)
Reports to: Tribal Administrator
Salary: \$55,000 to \$65,000 Annually

POSITION SUMMARY: Under the direction of the Tribal Administrator, the Tribal EPA Director is responsible for the overall coordination and administrative management of the Tribal EPA Department, including development and implementation of the Tribe's environmental programs, which focus on a broad range of environmental issues including water quality, air quality, solid waste management, cultural and natural resources; continuously seeks funding sources to address community water and wastewater system needs; supervision of department staff and activities.

ESSENTIAL FUNCTIONS:

1. Develops and regularly updates inventory addressing the status of the reservation environment, including all issues related to water, air, solid waste, recycling, hazardous waste, septic systems, drinking water, pollution prevention, outreach and environmental health.
2. Assists the Tribal Administrator, Tribal Council, and community in prioritizing environmental needs of the Hopland Reservation, and re-evaluating priorities on a regular basis.
3. Develops grant proposals, seeking new sources of funding to address Tribal environmental priorities and future environmental projects.
4. Manages and maintains compliance for multiple grants received from different federal and/or state agencies; ensuring all work plan responsibilities are met and funds are expended according to approved budgets.
5. Trains and supervises staff in completing work plan assignments.
6. Prepares and submits required reports for various funding agencies under the terms and conditions of the funding agreements.
7. Oversees the development and implementation of department policies and procedures on approval by Tribal Administrator and Tribal Council.
8. Develops and implements Tribal environmental codes and ordinances for approval by Tribal Administrator and Tribal Council.
9. Analyzes and interprets data, maps and aerial photographs; perform statistical and other computations.
10. Conducts field investigations under adverse weather conditions.
11. Works closely with other Tribal departments and the Tribal Council in developing a greater environmental awareness through training & seminars, and integrating environmental programs into the community.
12. Provides environmental outreach materials to the community; continually strive to serve the community and involve the community in all aspects of environmental planning and implementation of programs.
13. Prepares documents, reports and newsletters as requested by the Tribal Council and Tribal Administrator.
14. Builds good working relationships with other Tribes, local, county, state and federal agencies, and others, working collaboratively to address environmental concerns as appropriate.
15. Develops a GIS mapping program on the reservation, training staff to create and update maps in order to assist in reservation land use and other planning activities.

The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



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REQUIREMENTS/QUALIFICATIONS

Education and Experience: A Bachelor's degree in Environmental Sciences, Native American Natural Resources, Natural Resources Management, or a closely related field and (4) years progressively responsible work experience overseeing, managing and/or administering environmental programs and/or projects or similar programs or equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications: Valid California Class C Drivers License and be insurable for the Tribe's auto insurance.

Additional Requirements: Knowledge of principles and practices of public and private resource planning; legislation pertaining to standards of environmental quality; methods and techniques of environmental research and analysis; ability to manage and keep in compliance multiple grants from different federal and/or state agencies; work independently; and ability to manage multiple tasks and meet deadlines; maintain confidentiality at all times; actively involved in the community and understanding of the Native American Culture.

Other Qualifications –Proficient in Microsoft Office Suite: Word, Excel, Power Point, and Outlook.

Language Skills – Should have excellent writing, oral and interpersonal communication skills and an intuitive listener; good public speaking skills; exercises considerable initiative and independent judgment; establishes and maintains effective working relationships with those contacted in the course of assignment; ability to prepare clear and concise reports, correspondence, grants, policies and other written materials; exercises sound independent judgment within policy guidelines

Mathematical Skills - Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability - This person will be required to engage in critical thinking in addressing problems that have multiple variables that are constantly changing; apply logical thinking to accomplish tasks; understand, interpret and communicate complicated policies, procedures and protocols.

Physical/Work Environment 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: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with court employees, participants and partners. Is regularly required to sit, stand, walk; speak and hear, and use hands to finger, handle, or feel. Operate standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; ability to travel throughout Mendocino County and other local counties to attend various meetings and overnight travel for extended periods of time for mandatory training in various locations throughout the western U.S.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

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