

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

Title: Natural Resources Director
Department: Natural Resources
Supervisor: General Manager
Status: Exempt/Salaried

SUMMARY

The Natural Resources Director must have specific working knowledge of Sauk-Suiattle Constitution and By-Laws, Point Elliot Treaty of 1855, and the Tribes usual and accustomed places and other decisions as determined in and by the Boldt decision. This position performs Natural Resources Department administration and oversight duties pursuant to the goals and objectives expressed by the Sauk-Suiattle Tribal Council and the strategic plan of the Sauk-Suiattle Indian Tribe. The Natural Resources Director is responsible for the successful implementation of existing wildlife, fisheries, and water quality programs, and performs other relevant natural resource functions. The Natural Resources Director provides guidance and assistance to the Tribal Council, Hunting and Fishing Committee, and technical staff with the goal of managing and improving Tribal natural resources. The Natural Resources Director acts as an official liaison with other Natural Resources Departments and other tribal Natural Resources officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

NATURAL RESOURCES POLICY

- Reads, evaluates, and interprets legal documents related to natural resources management, tribal hunting and fishing rights/opportunities.
- Facilitates tribal input, from Tribal Hunting and Fishing Committee or Tribal Council, on relevant natural resources issues and develops and implements appropriate responses (e.g., comment letters, testimony).
- Attends meetings and hearings associated with relevant natural resource management issues.
- Maintains and improves department knowledge base regarding tribal, state, federal and other codes/regulations addressing hunting and fishing issues and communicates these to tribal members.
- Participates in Hunting and Fishing Committee meetings as ex-officio member.
- Facilitates communication between Tribal Council, Natural Resources Department, and tribal hunters and fishers.
- Official tribal representative with SRSC, Northwest Indian Fisheries Commission, or any other agency meetings that impact tribal aboriginal hunting, fishing, natural resources or gathering rights.
- Responsible for the drafting of annual fishery or hunting regulations.

- Responsible for working with the Fishing and Hunting Committee in revisions and updates to the Sauk Suiattle Hunting and Fishing Ordinance.
- Acts as a liaison for Energy relicensing mitigation plans in representation of the Sauk Suiattle Indian tribe.

MEETINGS AND COORDINATION

- Attends a variety of meetings with co-workers, within the tribal community, with neighboring tribes, resource co-managers, and other outside entities.
- Schedules and facilitates Natural Resource Department staff meetings.
- Attends Sauk-Suiattle Tribe managers' meetings.
- Attends monthly Sauk-Suiattle Hunting and Fishing Committee meetings.
- Attends Point Elliott Treaty Tribes committee(s).
- Participates in hunting and fishing co-management meetings.
- Represents tribe at meetings with other agencies and tribes regarding natural resource issues.
- Meets with primary granting agencies on an annual basis.
- Coordinates with local tribes to develop project partnerships.
- Reports to the Tribal Council as needed; presenting updates, resolutions, and seeking input to relevant pending natural resource issues.
- Provides reports to the CEO.
- May be required to travel up to several days.

HUNTING AND FISHING

- Collaborates with neighboring tribes and WDFW on big game and fisheries surveys, habitat enhancement, and other proactive projects aimed to improve local populations and increase tribal hunting and fishing opportunities.
- Develops annual hunting and fishing regulations for the tribe.
- Coordinates with Skagit River System Cooperative, neighboring tribes, and other agencies to develop and manage fishery openings, monitor catch, and distribute information to tribal fishermen.
- Implements a system to ensure that licenses and tags/permits are issued to tribal members in a timely manner.
- Provides NWIFC with harvest data from tribal hunters and fishers to be used for population management purposes.
- Coordinates with tribal law enforcement regarding hunting and fishing enforcement in usual and accustomed areas.

FISCAL MANAGEMENT

- Responsible for financial accountability for department, which includes the oversight and management of various funding sources and types.
- Responsible for fiscal decision making regarding natural resources department-specific expenditures.
- Prepares and submits annual financial budgets for department and ascertains that indirect cost is addressed.
- Maintains positive relations with existing granting agencies/entities while identifying new funding sources and developing new projects and initiatives.

PERSONNEL

- Manages and oversees Natural Resources Department managers and direct personnel.
- Attends interviews and participates in hiring of all department personnel.
- Conducts performance evaluations of department program directors and administrative staff.
- Develops training plans for department personnel.
- Seeks relevant training opportunities for department staff to achieve increased expertise, proficiency, and job satisfaction.
- Implements SSIT personnel policies in accordance with SSIT policy manual.

OTHER

- Coordinates collection and distribution of native foods to Sauk-Suiattle Tribal community and maintains record of inventory and distribution.
- Maintains confidentiality.
- other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises all personnel within the Natural Resources Department.

QUALIFICATIONS/SKILLS

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

- Bachelor Degree in a related field is preferred.
- Minimum of 4 years' experience in a management position.
- Experience working in a natural resources related field required, Tribal experience preferred.
- Experience working with federal, state and local laws/codes/ordinances associated with natural resource management (e.g., NEPA, ESA, CWA) and relevant agencies such as the Bureau of Indian Affairs, Environmental Protection Agency, U.S. Fish and Wildlife Service, Washington Department of Fish and Wildlife Service, Washington Department of Ecology, Skagit and Snohomish Counties.
- Experience with Native American treaty rights and familiarity with relevant case law associated with Native American hunting and fishing rights is also highly desired.

MATHEMATICAL SKILLS

Ability to interpret mathematical and statistical functions and procedures associated with natural resources related science. This includes numerical, graphical and spatial representation of data (e.g., tables, charts, diagrams, GIS products).

General finance/accounting skills associated with budget development and management. This includes development and/or use of advanced spreadsheets to perform mathematical procedures including addition, subtraction, division, percentages, and ratios.

COMPUTER SKILLS

To perform this job successfully, an individual is required to be proficient in the latest version of Microsoft Office software.

CERTIFICATES, LICENSES, REGISTRATIONS

- HS Diploma or GED
- Valid Washington State Driver's License
- First Aid, CPR and Bloodborne Pathogen certification

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment 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 may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and the ability to adjust focus.

CULTURALLY SENSITIVE

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

DRUG FREE WORKPLACE

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

BACKGROUND CHECK

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.