

SUMMIT LAKE PAIUTE TRIBE
Primary Administrative Office
2255 Green Vista Drive, Suite 402, Sparks, NV 89431
(775)827-9670 Fax (775) 827-9678

**NATURAL RESOURCES DEPARTMENT DIRECTOR
JOB ANNOUNCEMENT**

Rate of Pay: \$45,000 - \$77,020/year (DOE)

Benefits: Paid Holidays/Sick Leave and Health Insurance Allowance after successful completion of introductory period.

Duration of Employment: Regular, Full Time (DOE) **Funding Program:** Varies

Duty Station: Summit Lake Indian Reservation, Humboldt County, Nevada and administrative office in Sparks, Nevada

Opening Date: June 8, 2021

General Public Closing Date: Open Until Filled

ABOUT THE TRIBE: The Summit Lake Paiute Tribe (SLPT) is a federally-recognized Tribe. The Summit Lake Indian Reservation is located 50 miles south of the Oregon border; 68 miles east of Cedarville, California and 83 miles north of Gerlach, Nevada. SLPT's primary administrative office is in Sparks, Nevada.

JOB SUMMARY: Incumbent is responsible for the administration of Natural Resources Department program and services.

DUTIES AND RESPONSIBILITIES:

1. Oversight of the day-to-day operations of the Natural Resources Department including:
 - A. development and implementation of annual work plan for each program within the department;
 - B. development of long-range goals to enhance and protect the Lahontan cutthroat trout fishery;
 - C. assist with the expansion of the Tribe's fishery management services; and, management of water and water quality, air, soil, plants, animals, wildlife, rangelands, sanitation/wastewater treatment, solid waste, and safety/emergency response systems.
2. Staff supervision and coordination.
3. Analyze environmental documents affecting Tribe's natural resources and prepare documents pursuant to the National Environment Policy Act (NEPA).
4. Identify environmental and cultural impacts to the Tribe's natural resources, on/off the Reservation.
5. Establish and maintain effective working relationships and communication with Council, Tribal members and staff, as well as federal, state and local agencies.
6. Perform all duties associated with the administration, operation and maintenance of the natural resources department, including but not limited to, budget development, purchasing, contract negotiations, grant budget management, grant writing, expenditure monitoring and regular coordination with fiscal manager.
7. Coordinate research/management, and seek funding from federal, state or private sources.

8. Prepare annual and quarterly progress reports, present to tribal council and other agencies.
9. Develop and initiate staff training/support programs and provide training and education (natural resources) to tribal members and community.
10. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Must possess a Bachelor of Science degree from an accredited college or university in fisheries, natural resources, environmental science, geography, hydrology, earth science, life science or other related fields of study.
2. Two (2) years professional supervisory and management experience.
3. Computer literate.
4. Strong verbal and written communication skills.
5. Knowledge of federal, state, and other governmental bureaucracy laws and regulations.

PREFERED QUALIFICATIONS

1. Knowledge of Native American culture and communities, tribal government, and possess a basic understanding of Indian law and environmental issues facing Tribes today.
2. Ability to work with Tribal leaders, staff and other government personnel.
3. Demonstrate leadership abilities, team building skills, must have a working knowledge of political and socio-economic characteristic of indigenous cultures.
4. Knowledge of global positioning systems (GPS), geographic information systems (GIS) and related software.
5. Must possess a strong background in the following areas; limnology, fisheries science, conservation biology, botany, ecology, and management of range, watershed, riparian and endangered species.
6. Possess the desire and ability to work in a remote setting.
7. Knowledge of land use planning.
8. Knowledge of Native American Graves Protections Repatriation Act (NAGPRA).
9. Must possess the ability to work effectively in a cross-cultural environment with a wide variety of people, and must have the ability to work with a wide-range of staff, at all levels.
10. Possess the ability to develop and meet objectives and enhance staff/program performance.
11. Possess the ability to work independently, collaboratively and be able to work with people with various skill levels.

TO WHOM POSITION REPORTS: Tribal Chairperson

OVERTIME STATUS: Non-Exempt

TRAVEL REQUIREMENTS: Travel to Reservation, Council meetings and workshops.

DRIVER'S LICENSE: Must possess a valid driver's license and be insurable by Tribe's insurance company.

TRIBAL MEMBER AND NATIVE PREFERENCE

Summit Lake Paiute Tribe is a Tribal member and Indian preference employer, in accordance with Section 7(b)(c) of Public Law 93-638, the Indian Self-Determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.