



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 666-3321

POSITION DESCRIPTION – Environmental Coordinator

Reports To: Tribal Administrator

Department: EPA (Environmental) Program

Status: Non-Exempt

Salary Range: \$25 - \$30 hourly

Summary & Scope of Position:

Under the direct supervision of the Tribal Administrator. This position performs specific objectives and work plan activities under the Environmental Protection grants and programs. Time management is key in working with program guidelines including compliance with grant funding requirements and measurable goals and outline by the Tribe and in accordance with tribal and EPA standards.

Duties & Responsibilities:

- Establish the Tribe's environmental protection program office including identifying key working relationships with various agencies and organizations;
- Works with key tribal staff and departments to maintain environmental protection for the Tribe and Tribal Members;
- Researches a variety of data resources to obtain information needed to protect the Tribe's environment;
- Responsible for creating and establishing databases including applicable GIS information;
- Works in cooperation with Tribe's Tribal Historic Preservation Office (THPO) to maintain and protect environmental hazards to protected cultural sites;
- Must become familiar with basic environmental and scientific principles of air, water, soil, and their role in an ecosystem and federal laws and regulations relating to the environment;
- Maintain the Environmental Office computer system;
- Coordinates and assists with environmental grant funding proposals for new sources of funding as well as ongoing grants, as directed by the Tribal Administrator and/or Tribal Council;
- Attends meetings and trainings which may affect Tribal environmental interests;
- Provides written reports to the Tribal Administrator on activities, projects, training, and meetings;
- Assist in developing workshop materials, booklets, video, pamphlets, and newsletter articles for distribution to Tribal Membership;
- Updates Quality Assurance Projects Plan when necessary;
- Provide recommendations to the Tribe regarding environmental problems and potential environmental hazards affecting the Tribe;
- Will be expected to develop enhanced knowledge and expertise in air, water, wetlands, soil, preliminary environmental assessment and hazmat;

- Other duties as assigned to the assist the Tribe in accomplishing goals and objectives;

Minimum Qualifications:

- Associates Degree from an accredited college or university with a major in environmental science, geography, hydrology, earth science, life science, or closely related field;
- **A combination of experience and education may be considered in lieu of a degree;**
- Five years of direct experience in purchasing, accounts payable, and accounting or data processing;
- Must be computer proficient on various types of computer programs including GIS;
- Must be able to work with minimal supervision and exceptional professionalism;
- Must have ability and willingness to learn to utilize and assimilate to all forms of environmentally related data and the ability to accurately summarize and prepare readable reports on complex data;
- Must be able to deliver EPA presentations to membership on a regular basis;
- Be able to work and adapt in a diverse cultural setting;
- Able and willing to travel to workshops, training, conferences, etc. including local travel to job sites;
- Understanding and proficiency in EPA grant process will be required;
- Working knowledge of federal regulations and funding agency practices required;
- Effective verbal and written communication skills with a wide range of audiences;
- Proficiency with office machines;
- Strong working knowledge of computers including MS Office software;
- Ability to perform quality work under pressure and maintain confidentiality;
- Valid driver’s license required and must be insurable under the Tribe’s insurance policy;
- A favorable background investigation is required to include criminal and motor vehicle record check;
- Knowledge of American Indian cultures and Tribal government operations.

Requirements:

1. Must be able to pass a background check.
2. Must adhere to Tribal drug and alcohol policy.
3. Keep regular hours of operations as prescribed by Tribal Administrator and Tribal Council.
4. Must have a valid Driver’s License.

Indian Preference Statement:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian Candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)