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Natural Resources Manager-Requisition # 2468

Description

Under the direction of the Tribal Administrator this position will primarily be responsible to manage the Tribal Natural Resources department to assure the protection of the Tribes environmental resources. Successful candidate must have the knowledge of research methods, statistical analytical, and reporting techniques; environmental preservation planning; interpersonal skills using tact, patience, and courtesy; correct English usage grammar, spelling, punctuation, and vocabulary; conflict resolution practices; principles of administration including budget preparation and controls; develop, organize, and implement training programs for various levels of staff; community resources, educational, and employment opportunities. Must have the ability to apply cultural sensitivity to Native American programs; maintain confidentiality; apply principles of management; apply effective time management and be able to meet critical time-lines; assess, plan, evaluate, and implement program activities per program standards; communicate effectively, both orally and written in a professional manner; prepare clear, concise, accurate records and reports; provide work direction and guidance to others; ensure smooth and efficient office and program operations; work independently on assigned duties; develop, manage, and review department budgets; operate a variety of office equipment computer and software; problem solving and strategically resolve conflict; interpret, apply, and explain rules, regulations, policies and procedures; establish and maintain, cooperative and effective working relationships with others; build good working relationships with co-workers, subordinates, clients, and other stakeholders.

EDUCATION AND EXPERIENCE REQUIREMENTS: An equivalent combination of education and related work experience may be considered. Two (2) years of related work experience will be equal to 30 college credits and vice versa.

- Bachelor's degree required in Environmental Science, Chemistry or related field; and five (5) years increasingly responsible experience in the administration of Environmental Resources programs or related field. OR
- Associates in Arts Degree required in Environmental Science, Chemistry or related field and four (4) years of related experience and five (5) years increasingly responsible experience in the management of environmental programs or related field. OR
- High School Diploma or equivalency certificate required and eight (8) years in Environmental Science, Chemistry or related field plus five (5) years increasingly responsible experience in the management of TANF programs or related field.

CERTIFICATES, LICENSES, AND REGISTRATIONS: To perform and to continue to be qualified for this position, the requirements listed below must be met at a time of hire or may be obtained within a specific amount of time depending on the position requirements. Costs for required certifications, licenses, and

All positions require applicant be at least 18 years of age. Those selected for a position are subject to a background investigation, drug screening and possible participation in the DMV Pull Program. References will be checked.

Employment Type

Full-time

Base Salary

\$ 46.21

Date posted: 1/18/2023

Filing deadline: 1/29/2023 at 5:00pm

To learn more detailed information about the position duties and requirements, please contact Human Resources Department at (760)541-5216

Job Location

66-725 Martinez Road, 92274, Thermal

Hiring organization

TMDCI

registration are to be covered by employee, unless offered by the Tribe.

- This position is required to drive and must maintain throughout employment a valid California Class C driver's license and insurability under the Tribe's vehicle insurance policy