

SANTA ROSA ENVIRONMENTAL DEPARTMENT

JOB DESCRIPTION



Position: Environmental Director

Reports To: Tribal Administrator

Pay Grade: DOE

Department: Environmental

Shift: 7am – 5pm Monday – Thursday 40 hrs./week

Employment Status: Full -Time / Non-Exempt

Primary Work Location: Santa Rosa Indian Reservation

Summary:

The Environmental Director will be responsible for protecting environmental resources through technical assistance, education, and outreach to ensure the health and safety of the Santa Rosa reservation and its people. The Environmental Director will be responsible for supervising, monitoring the design of projects, project and grant management.

Essential Duties and Responsibilities:

- Oversee the management of environmental project activities through regular communication with Project Officers, team leaders, and staff.
- Conduct regular department meetings with staff.
- Write and oversee grant proposals for GAP/CWA 106 and 319.
- Oversee reports, newsletters, water sampling, and well sounding schedules.
- Create environmental workshops for the community.
- Attend trainings and conferences.
- Submit quarterly reports to funding agencies in a timely manner.
- Research grant opportunities.
- Researching vendors and retrieve quotes.
- Able to create and maintain spreadsheets, flyers, letters, and calendar.
- Operate office machines, copier, scanner, voicemail.
- Coordinate amongst departments for Earth Day event.
- Oversee updates to Environmental Department website.
- Conduct field visits to projects sites.
- Review, edit and comment on project deliverables and adhere to deadlines.
- Oversee monitoring and evaluating the performance of staff members in department.
- Oversee the organization of community clean ups.
- Able to work outside in adverse weather conditions.
- Able to lift up to 50lbs.
- Perform other duties as assigned.

Knowledge:

- Two years of experience in a supervisory position with in Environmental or in related field.
- Knowledge of Tribal Government, Federal, and State rules and regulations for grants.
- Ability to work well with others and the ability to work independently.
- Must have strong attention to detail.
- Ability to multi-task and provide clear direction to staff within department.
- Ability to clearly communicate in writing and orally.
- Strong ability to work with Microsoft Office and GIS equipment.

Minimum Qualifications/Education:

- High School diploma or equivalent required.
- Be medically certified drug free after test and confirmatory re-test.
- Must be able to successfully pass a Background Investigation.
- Must have a current valid government issued identification.

Chain of Command

- Tribal Administrator
- Personnel
- Tribal Council

I have read and understand the Environmental Director job description:

Staff Member Name

Date