

Redwood Valley Little River Band of Pomo Indians

POSITION DESCRIPTION

JOB TITLE: EPA Director
SUPERVISOR: Redwood Valley Rancheria Tribal Administrator
SUPERVISES: Water Resources Coordinator, Environmental Planning Tech, EN Coordinator
SALARY: \$35.00-\$40.00/Hour

POSITION SUMMARY:

The Environmental Protection Agency Director will plan, coordinate, develop applicable Tribal codes and ordinances relating to environmental needs, identify and apply for funding to meet the needs. These programs address a range of categories such as water quality, air quality, solid and hazardous waste, cultural and natural resources, pollution prevention, and environmental health. This position shall be responsible for the general oversight and coordination of Tribal Environmental Programs of the Redwood Valley Rancheria.

MAJOR DUTIES AND RESPONSIBILITIES:

- Maintain a comprehensive Environmental Plan to guide development and implementation of environmental resource management programs.
- Coordinate all Tribal environment activities according to program requirements and contract obligations. Administer environmental program grants, track work plans and deliverables, prepare and monitor program budgets.
- Manage and direct Environmental Program staff.
- Develop funding applications for federal and State EPA funds and other grants.
- Draft applicable Tribal Codes and Ordinances relating to Tribal Environmental Programs for presentation to the Tribal Council.
- Promote public and working relationships with Tribes, Local, State, and Federal agencies regarding Environmental Issues and Regulations.
- Coordinate Tribal Environmental activities with other Tribal Programs and with outside agencies.
- Any additional duties which are part of carrying out or improving delivery of Tribal Environmental Program services.
- Attend Tribal Council Meetings as required.
- Travel as necessary to accomplish program objectives.

Preferred Knowledge and Skills:

- Experience in environmental management and knowledge of Federal, State, and private agencies providing services to Indian Tribals group and organizations.
- Three (3) years' experience working in a management, supervisor or other responsible capacity.
- Education in environmental science (AA/BS) or related field.
- Knowledge of Environmental Principles and Environmental Resources.

Redwood Valley Little River Band of Pomo Indians

- Strong communication skills: Communicate clearly and concisely, both orally and in writing.
- Grant and report writing experience.
- Ability to work and to discuss issues with State and Federal agencies and Professional Consultants.
- Familiar with the local Indian Community, including basic knowledge of its history and culture.
- Work cooperatively with other Tribal Departments, Tribal Officials, and outside agencies to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of grant goals.
- Research and develop funding sources for Tribal Environmental Programs.
- Generate support and enthusiasm of leaders, participants, groups and agencies in Tribal Environmental Programs.
- Must have valid California Driver's License, auto insurance and driving record that clears Tribal Insurance Requirement.

INDIAN PREFERENCE: Preference in filling vacancies will be given to qualified Native America applicants in accordance with the Indian Preference Act (Title 25, U.S. Code)