



FEDERATED INDIANS OF
GRATON
RANCHERIA

****NOTICE OF JOB OPENING****

Job Title: Environmental Programs Manager	Department: Environmental
Classification: Exempt	Office Hours: M-F, 8:00 a.m. to 5:00 p.m.
Salary Range: \$114,000.000 - (DOE)	Location: Rohnert Park, CA
Reports to: Executive Director of Governmental Operations	Type: Full-time

Mission Statement: *The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.*

Position Purpose:

Under the general direction of the Executive Director of Governmental Operations, the Environmental Program Manager (EPM) is a multi-discipline environmental professional position. The EPM is responsible for the capacity building and implementation of the Tribe's goals of environmental justice and stewardship. In addition, the EPM is responsible for the implementation of Tribal Council approved plans including but not limited to the Wetlands Management Plan, Natural Resources Plan, etc. The EPM must have the capacity to coordinate work with various types of individuals and agencies. On occasion, the EPM may need to provide technical assistance to Tribal commercial enterprises pertaining to environmental issues.

Minimum Mandatory Qualifications:

- ❖ Five years of progressively responsible experience managing staff engaged in analysis of natural resources
- ❖ Three years of experience working with environmental grants/programs
- ❖ Bachelor's Degree in Environmental Science, Biology, Natural Resources Management, or closely-related discipline
- ❖ Must successfully clear criminal background check, and pre-employment testing including, but not limited to, a criminal background check, fingerprinting, and drug test

Preferred Qualifications:

- ❖ Experience with U.S. Environmental Protection Agency General Assistance Program grants and Clean Water Act grants
- ❖ Tribal experience or experience working in a Tribal Environmental department
- ❖ Master's Degree and at least 10 years of experience

Other Mandatory Knowledge, Skills, and Abilities:

- ❖ Ability to understand and apply applicable federal and Tribal laws, regulations, policies, procedures and program standards.
- ❖ Ability to provide leadership in strengthening internal communication with staff at all levels throughout the organization and creating a positive and supportive work environment
- ❖ Ability to exercise sound judgement and possess problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied
- ❖ Ability to maintain confidentiality and exercise good judgment and discretion, particularly with regard to sensitive or confidential personnel or organizational matters
- ❖ Ability to work independently within established policies, procedures, and schedules
- ❖ Ability to work efficiently and effectively under deadlines
- ❖ Ability to develop and complete reports in a timely manner
- ❖ Ability to deal with very difficult concepts and complex variables
- ❖ Ability to prepare and make comprehensive presentations, communicate extemporaneously, and professionally communicate before an audience

- ❖ Ability to master and effectively use the database and software systems used at FIGR
- ❖ Academic education and formal training leading to a working knowledge of the objectives, principles, practices, standards, procedures, theories, trends and major informational references of environmental planning
- ❖ Advanced knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- ❖ Demonstrated accuracy and thoroughness, with the ability to monitor own work to ensure quality
- ❖ Demonstrates highest personal ethical standards
- ❖ Excellent verbal and written communication skills
- ❖ Familiar with the applicable federal laws administered by EPA on Indian reservations
- ❖ Knowledge of research and survey methodology commonly used to assess the condition of environmental resources
- ❖ Provides cultural awareness and sensitivity of Native American values and culture
- ❖ Record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- ❖ Strong interpersonal and supervisory leadership skills

Benefits:

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Long-Term Disability Insurance, and meal card. Voluntary supplemental insurance offered through AFLAC.

To Apply: Please submit a **Tribal Employment Application with your resume and a cover letter** detailing your education and experience related to the position advertised. Visit our website at www.gratonrancheria.com to download a copy of the application, job announcement and, job description. Email complete application packet to:

jobs@gratonrancheria.com or mail to
Federated Indians of Graton Rancheria
Attention: Human Resources
6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

Application packets may also be dropped off drop prior to the close of business on the deadline date listed on this Job Announcement.

Application Closing Date: OPEN UNTIL FILLED

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.