



Federated Indians of Graton Rancheria

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

ENVIRONMENTAL PROGRAMS MANAGER

Position Description

Department:	Environmental
Salary Range:	\$114,000.00 - DOE
Hours/week:	40
Classification:	Exempt

Reports to:	Executive Director of Governmental Operations
Effective Date:	January 1, 2019
Revised Date:	June 17, 2019
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 to foster the value of education.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Federated Indians of Graton Rancheria ("FIGR") are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy, and respectful manner with FIGR Citizens and officials, other employees, Graton Resort and Casino management, employees and patrons, visitors and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions, and values.
Maintain a current and valid driver's license and must be insurable under the Tribe's vehicle insurance policy

POSITION PURPOSE

Under the General Direction of the Executive Director of Governmental Operations, the Environmental Programs 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.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Oversees the day-to-day administrative and management operations of the Environmental Department and its staff and maintains effective working relationships. Confers regularly with Tribal Council, Business Boards, Tribal Officials, FIGR Staff, Tribal Gaming Commission, Graton Resort & Casino Management, and as needed, state and federal regulators.

ENVIRONMENTAL PROGRAMS MANAGER

Position Description

2. Employs and trains sufficient staff members to effectively carry out all Environmental program and grant activities, working collaboratively with the Human Resources Manager. Develop staff training plans to ensure ongoing education regarding relevant staff duties and responsibilities.
3. Evaluates the performance of environmental department staff in accordance with FIGR Personnel policy.
4. Work collaboratively with the FIGR Human Resources Manager to develop specifications for staff retention, short and long term staffing needs, recruitment and hiring, and conducting staff evaluations to effectively manage EPM staff.
5. Develop, establish and oversee departmental policies and procedures.
6. Prepares and manages the environmental programs budgets, working collaboratively with the Executive Director of Governmental Operations and the Tribe's Chief Financial Officer.
7. Oversee the Environmental Department to ensure adherence to all applicable policies, procedures, laws and regulations including compliance, and internal audits pursuant to applicable tribal, federal and state laws and regulations.
8. Provides monthly reports and ongoing updates to the Executive Director of Governmental Operations, on the status of department activities.
9. Serves as the point of contact for the Tribe on environmental matters, and under the direction of the Tribal Council and when approved, may act as the liaison with local, state and federal agencies.
10. Develops projects that comply with the EPA-General Assistance Planning (GAP) annual workplan and grant award.
11. Oversees environmental program community outreach projects.
12. Collaborates with other staff on cross department projects.
13. Reviews and drafts responses to various types of notices.
14. Develops and implements zero waste initiatives for the tribal government programs and services.
15. Directs and supervises staff engaged in research, the organization and maintenance of tribal environmental database, or fieldwork involving implementation of the program's work plan.
16. Collects information and/or conducts various inspections and evaluations related to environmental quality, disposal of hazardous and solid wastes, sanitary and health conditions, protection of natural resources and similar environmental concerns.
17. Organizes and conducts an evaluation of environmental conditions on the Reservation, including water quality assessments and standards in compliance with the applicable jurisdictions.
18. Collects data generated by other program staff and interprets data in formulation assessments about environmental conditions on the Reservation.
19. Prepares a variety of analytical and program reports and makes effective verbal and written presentations or prepares materials to both internal and external audiences.
20. Supervises the conduct of field surveys and assessments on the Reservation related to the environmental program areas covered by the various grants funding the program.
21. Prepares grant reports in collaboration with the Grants Administrator.
22. Conducts research and works in collaboration with applicable staff to prepare funding proposals for the program (s).
23. Prepares both formal and informal communications in response to local, state and federal projects within the Tribe's aboriginal territory.
24. Provides oversight of work performed by professional consultants developing and preparing information using GIS data from various open source platforms.
25. Attends meetings and participates in field visits to gather information in support of GIS projects and database development.

ENVIRONMENTAL PROGRAMS MANAGER

Position Description

26. Perform desktop environmental reviews for various projects on and off reservation.

27. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Five years of progressively responsible experience managing staff engaged in analysis of natural resources
- Three years' experience working with environmental grants/programs

Education:

- Bachelor's Degree in Environmental Science, Biology, Natural Resources Management or closely-related discipline

PREFERRED QUALIFICATIONS

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

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER QUALIFICATIONS:

- 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

ENVIRONMENTAL PROGRAMS MANAGER

Position Description

- 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
- Perform other duties as assigned

WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of being outdoors in a variety of weather, on unstable ground, in or near water, and other areas with a variety of terrain and conditions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with FIGR Citizens and officials, employees, vendors, and staff.
- Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

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 an Indian Preference 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.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

ENVIRONMENTAL PROGRAMS MANAGER

Position Description

- Confidentiality:** All employee must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background investigation and Licensing:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Tribal Gaming Commission applicants are required to obtain a Tribal gaming license. Candidates must be able to successfully pass all required background checks to qualify for this position. The Federated Indians of Graton Rancheria is a sovereign Indian nation, and as such follows tribal law and federal law in all aspects of backgrounding and hiring.
- Drug screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by Employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of Employees assigned to this position. Employees will be asked to perform other duties as needed.*

ACKNOWLEDGMENT

I have reviewed the content of the **Environmental Programs Manager** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date