



Cow Creek Government Office

Position Description

Position Title: Natural Resources Director

Department: Programs

Reports To: Land and Resources Officer

FLSA Designation: Exempt

POSITION PURPOSE:

Under the direct supervision of the Land and Resources Officer, the Natural Resources Director provides management of the Natural Resources Department which includes the programs and/or functions of: Water and Environmental Resources, Wildlife, Culture, and GIS. The Natural Resources Director provides leadership, policy direction, program management and administration and oversight for assigned program functions subject to applicable Federal, Tribal, and State laws, regulations, policies and procedures for the Natural Resources Department. The Natural Resource Director's main goal is to support Tribal leadership and guide the department in efforts to manage, conserve and enhance natural and cultural resources on Tribal lands and within the Ancestral Territory for future generations.

ESSENTIAL FUNCTIONS:

- Provides overall direction and coordination for program activities of the Natural Resources Department.
- Ensures coordination with other Tribal programs to achieve effective and efficient work accomplishments consistent with the Tribal goals and policies for management of Tribal natural and cultural resources.
- Provides professional leadership and direction to department staff in addressing departmental tasks. Supervises and reviews the performance of staff. Ensures that program functions are planned and implemented in accordance with applicable laws, regulations and policies and that full compliance with funding sources is achieved.
- Implements department goals and objectives as directed.
- Conducts periodic staff meeting.
- Determines and recommends short and long-term staffing needs to the senior staff; seeks outside funding to support these needs.
- Manages/oversees department budgets providing feedback and direction to program managers on respective budgets. Develops annual budgets for review by senior staff and approval by the Tribal Board of Directors.
- Recommends policy directions for the department with approval from senior staff and the Tribal Board of Directors; reports to the senior staff and Tribal Board of Directors on departmental functions.
- Participates in government to government consultations and interdisciplinary science, scoping and review teams. May provide expertise to tribal leadership and legal staff for developing and maintaining formal intergovernmental agreements; government to government consultations; and communications protocols between the Tribe, Federal and State agencies, and other Tribes.
- Generates periodic department accomplishment reports to senior staff and Tribal Board of Directors.
- Facilitates consultation with local, State and Federal Agencies on natural and cultural resources issues.
- Represents the Tribe in an official capacity externally at meetings, regional and statewide advisory groups, boards and working groups as delegated by senior staff.
- Represents the department internally on committees and with senior leadership.
- Reviews and approves department documents, reports, assessments, grants, and funding requests.

- Writes grants, facilitates grant reporting and management and oversees program staff in grant reporting. This includes working with the finance department to make sure all grant commitments/requirements are being met.
- Assists with the development and tracking of long range department planning efforts.
- Works closely with the Tribe's Director of Forest Management on projects that affect natural and cultural resources on Tribal Forest lands.
- Maintains good working relationships with other Tribal programs, department, and business entities.
- Other duties as assigned.

QUALIFICATION STANDARDS:

- BS in Environmental Science, Natural Resources, Biological Sciences, Ecology or related field plus 10 years progressive work experience including 3 years supervisory experience in environmental and natural resource program management required.
- Grant and budget management experience required
- Master's Degree in a Natural Resources Management or related field preferred.
- Ten years' experience in Natural Resources Management or related field preferred.