



Cow Creek Government Office

Position Title: Water and Environmental Resources Program Manager

Department: Natural Resources

FLSA Designation: Exempt

Reports To: Natural Resources Director

POSITION PURPOSE:

Under the direction of the Natural Resources Director, the Water and Environmental Resources Program Manager will coordinate and manage staff activities within the following areas: water, fisheries, wetlands, and wildlife. The position will also oversee environmental compliance for ground disturbing activities requiring review under applicable Tribal, state, or federal laws and regulations.

ESSENTIAL FUNCTIONS:

- **Personnel Management** –Plans, schedules, and assigns work to Program staff. Establishes guidelines and performance expectations for staff members; provides feedback and periodically evaluates employee performance. Provides advice, counsel, and/or instruction to staff members. Conducts disciplinary measures as appropriate to the authority delegated by the NR Director.
- **Budget Management** – Develops and manages all budgets and funding for Environmental Resources Program activities. Maintains fiscal oversight over all expenditures.
- **Grant Management** – Evaluates and applies for grants to help fund program activities. Works with the finance department to ensure compliance with all grant deliverables and reporting activities.
- **Environmental Compliance** - Assist in screening and evaluating restoration projects, development projects, timber sales, and other interrelated or interdependent activities to determine environmental impacts. Assumes lead planning team role for project evaluations and assessments. Ensures regulatory compliance with applicable Tribal, State, and Federal laws and regulations. Delegate key staff assignments based on specific evaluation criteria, expertise, and compliance activities.
- **Additional Tribal Services** -Provides technical assistance to other Tribal departments, programs, and committees including any projects and land use actions that require environmental review or compliance with Tribal, Federal or State regulations, and make recommendations to the NR Director pertaining to Program activities.
- Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

- Bachelor's degree in fisheries and wildlife science or a related scientific field; with a minimum of 4 years of field experience and/or investigative research and analysis experience; or an Associate's Degree with at least 5+ years of field experience and/or investigative research and analysis experience (Master's Degree preferred).
- Personnel and budget management experience.
- Demonstrable understanding of Tribal regional fisheries, water, wildlife, and environmental issues (Pacific Northwest).
- Experience with National Environmental Policy Act (NEPA), Endangered Species Act (ESA) and other Tribal, State, and Federal environmental laws and regulations.
- Experience managing Bureau of Indian Affairs (BIA) funded environmental programs and programs funded by the Environmental Protection Agency (EPA).
- Demonstrable experience producing biological surveys, study designs and reports.
- Must be able to communicate effectively in public situations; must have excellent speaking, writing and statistical analysis skills, and be able to develop plans, grant proposals and agreements.
- Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.