



## HOH INDIAN TRIBE

P.O. Box 2196 • FORKS, WASHINGTON 98331  
TELEPHONE (360) 374-6582 • FAX (360) 374-5426

# Position Description

|                     |                                 |
|---------------------|---------------------------------|
| <b>Job Title</b>    | Natural Resources Director      |
| <b>Department</b>   | Department of Natural Resources |
| <b>Reports To</b>   | Executive Director              |
| <b>Status</b>       | Permanent/Full Time             |
| <b>Salary Range</b> | D.O.E. / Q.                     |

### Summary

The Director of Natural Resources (DNR) assumes primary responsibility for environmental policy and implementation of the DNR mission. The Director oversees all natural resource related activities for the Hoh Tribe including fish and wildlife management, treaty rights protection, salmon recovery, habitat protection and restoration, water resource management, tribal development and environmental policy analysis and implementation. Incumbent serves as the liaison between Tribe and other tribal, local, state and federal agencies to include the Fish and Game Committee and Northwest Indian Fisheries Commission. The Director serves as the primary policy representative for the Tribe at the Northwest Indian Fisheries Commission and other agency forums on NR policy positions of the Tribe. The Tribe's fisheries manager function is performed by the Natural Resources Director. Duties include department administration and supervision of projects, grants and programs.

**Duties and Responsibilities** The list of duties and responsibilities is meant to be representative, not exhaustive. Other duties may be assigned as needed.

- Planning, organizing and overseeing the strategic administration of the Hoh Tribe Natural Resources Department.
- Prepare budgets and reports to support, maintain, evaluate and improve tribal programs and seek grant funding to expand and stabilize the economic growth of department operations.
- Serve as a member of the Tribal Leadership Team in the overall planning and operation of Tribal programs. Report on Department operations to the Fish & Game Committee, Executive Director and Tribal Business Council.
- Development and implementation of DNR program strategies, goals, objectives, project work plans, staffing plans and budgets in accordance with established time lines.
- Preparing and overseeing funding proposals and grants to enhance and facilitate DNR capacity and efficiency.

- Oversee the coordination and reporting of biological habitat and water control management to maintain, restore and/or enhance the natural and biological resources of the Hoh Tribe.
- Plan, coordinate and facilitate activities and staff that affect the natural, cultural, biological and economic resources of the Hoh Tribe.
- Monitor, research and draft proposal for revision to Tribal, Federal and State laws that affect the natural, cultural, biological and economic resources of the Hoh Tribe and advise Tribal Council and others as appropriate regarding issues, actions and/or developments that affect the natural, cultural, biological and economic resources of the Hoh Tribe.
- Represent the Hoh Tribal Council as directed in government-to-government relationships and activities and participate in a wide variety of committees, task forces, work groups charged with the development, management and/or regulation of natural, cultural, biological and economic resources of the Hoh Tribe.
- Provide technical assistance, advice and support to the Tribal Leadership Team and Hoh Tribe Business Committee and other subsidiaries regarding natural, cultural and economic resource-related issues, concerns and regulatory compliance activities.
- Serve on community, regional and state-wide environmental and fisheries committees as appointed by the Tribal Council and participate in regional resource management planning efforts affecting natural resources of importance to the Tribe.
- Monitor and participate in the development of water resource management planning efforts at the state and local level, with particular emphasis on the water resources within the Tribe's home land.
- Participate in the recruitment, selection, orientation, professional development and performance management of DNR staff and supervisors.
- Assume primary responsibility for the development, implementation and management of DNR budgets, including contracting, procurement and contract compliance in accordance with Tribal policies and procedures and funding requirements.
- Solicit, respond and administer grant funding and contractual agreements to ensure compliance with the terms of the agreements and submit reports as required.
- Present regular monthly reports to the Executive Director and Tribal Council.
- Be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
- Other job related duties as assigned.

## **Skills and Specifications**

- Prior in-depth experience supervising natural resource professionals, programs and budgets.
- Prior in-depth experience with Natural Resources planning, grant management and administration.
- Prior in-depth experience serving as a policy analyst and advocate for a governmental body.
- Ability to work effectively with Native American people in culturally diverse environments.
- Ability to manage time effectively and efficiently even under stressful conditions.
- Ability to establish and maintain good working relationships with tribal members, community groups, governmental agencies and the public.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand, adhere and communicate personnel policies and procedures.
- Ability to evaluate and integrate effective motivation tools to increase staff productivity and the economic development of DNR programs.
- Working knowledge of anadromous Salmonids, fisheries management, and mammalian habitat
- Knowledge of forestry and fisheries related field sampling and surveys.
- Knowledge of Tribal, Federal, State and local environmental laws, regulations and policies.
- Ability to formulate conclusions, set a course of action and seek alternatives based on cultural and scientific data collected by Staff, and Tribal Council as needed.

- Ability to initiate and follow through on complex planning tasks, manage time efficiently, meet deadlines and respond effectively to unforeseeable complications in the performance of assigned duties and responsibilities.
- Ability to evaluate, motivate and take corrective action for staff deficiencies.
- Ability to negotiate and resolve conflict resolution effectively.
- Ability to communicate effectively, both orally and in writing, to staff, council and community groups.
- Ability to develop and present highly complex information clearly and concisely in a variety of tribal and public forums.
- Knowledge of historic and contemporary legal decisions related to the Hoh Tribe Usual and Accustomed area and the Quinault Treaty Area and the impact of the findings.
- Knowledge of native cultural values, traditions and belief systems.

## **Education and Qualifications**

- Bachelor's degree in Natural Science with a minimum of five (5) years' of management work related experience required. Master's Degree in Natural Science preferred. Background training and related education may be substituted on a case-by-case basis.
- Offer of employment is contingent upon successful completion of a pre-employment alcohol and drug test and criminal background check. Continued employment subject to routine, random testing.
- Possession of a valid driver's license and good driving abstract required as a condition of employment.

*Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.*

**TO APPLY:** Download the Hoh Tribe Employment Application at [www.hohtribe-nsn.org](http://www.hohtribe-nsn.org). Submit a complete application along with a cover letter, resume containing three professional work references. If claiming Tribal hiring preference, please include this in your cover letter along with the tribal affiliation. Complete applications may be submitted electronically to [www.hr@hohtribe-nsn.org](mailto:www.hr@hohtribe-nsn.org) or via fax to 360-374-5426. Application materials may also be mailed to the following address:

Hoh Indian Tribe  
 ATT: Human Resources  
 P.O. Box 2196  
 Forks, WA 98331.

*All application materials must be complete and be received on or before 4:00 p.m. of the closing date noted on the posting to receive consideration. For more information, please contact the Human Resources (360) 374-6582.*