



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Natural Resource Director
SUPERVISOR: Tribal Administrator
LOCATION: LDF Tribal Natural Resources Department
POST DATE: September 19, 2022
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to plan, coordinate, and implement Fish Culture, Fisheries Management, Wildlife Management, Water Resource, Conservation Law Enforcement, Environmental Protection, Great Lakes Restoration Initiative.

Qualifications: Bachelor's degree preferred, in Natural Resources Sciences, Aquaculture, Technology or other related field. In lieu of education, 10 years of experience in fisheries and management will be considered. Experience in fisheries, and coordinating technical details for a range of cross disciplinary environmental, hatchery, and aquatic projects. Knowledge of management principles involved with strategic planning, resource allocation, leadership techniques, and the general coordination of people and resources. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: Negotiable depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description**

- A. TITLE OF POSITION:** Natural Resource Director
- B. DEPARTMENT:** Lac du Flambeau Tribal Natural Resources Department
- C. SUPERVISOR'S TITLE:** Tribal Administrator
- D. DESCRIPTION OF DUTIES:** Position responsibilities are to plan, coordinate and implement Fish Culture, Fisheries Management, Wildlife Management, Water Resource, Conservation Law Enforcement, Environmental Protection, Great Lakes Restoration Initiative. Specific responsibilities include but are not limited to:
- 1) Administer, oversee and control facility and program expenditures.
 - 2) Administer all-Natural Resource Department budgets (BIA contracts, TPA, Non-TPA, Grants, earned revenues, donations, general fund, and miscellaneous grants)
 - 3) Assist in developing program budgets (i.e. grants, contracts, general fund)
 - 4) Assist in the development of Federal and State appropriation efforts.
 - 5) Responsible for planning, coordinating, implementing and approving all work and training activities of staff.
 - 6) Provide technical expertise in the development of programs.
 - 7) Provide all staff and technical support in order for the tribal membership to exercise their treaty rights.
 - 8) Responsible for the preparation and submission of progress reports to the Tribal Council and funding agencies.
 - 9) Act as a liaison to various Tribal, Federal, and private sector agencies in an effort to coordinate natural resource and educational programs.
 - 10) Assures compliance with all Tribal policies and procedures.
 - 11) Develops bid documents and Request for Proposals (RFP) for service contracts and purchases.
 - 12) Coordinates consultation with various levels of Federal and State agencies, County, Town, and or private entities regarding on and off reservation treaty resource impacts, codes/regulations, laws, policies, management plans, etc. and develops and or assists writing comments or correspondence to the applicable entity.
 - 13) Assists in implementing the Tribes Natural Resource protections, as referenced in the Tribal Constitution.
 - 14) Support the mission/vision of the department and Tribe by working collaboratively with Tribal Administration and Tribal Council.
 - 15) Assist in implementing Tribal constitutional responsibilities and vision statement.
 - 16) Provides technical expertise regarding natural resource management and environmental protection in order to sustain and protect reservation resources.
 - 17) Provides the science and direction necessary in order to protect and enhance reservation resources.

- 18) Assist in insuring that eligible Lac du Flambeau Tribal Members are able to hunt, fish and gather in accordance with tribal policies that support the long-term preservation and protection of tribal resources.
- 19) Assist in investigating and pursuing new funding sources for existing and new projects.

E. POSITION RELATIONSHIPS:

1. **Internal:** Natural Resource Program staff, Community center staff and Tribal Council.
2. **External:** Tribal and non-tribal members, federal and state agencies.

F. SUPERVISORY RESPONSIBILITIES: Responsible for all aspects of supervision of 20 full time and seasonal employees.

G. SUPERVISION RECEIVED: Tribal Administrator

H. EDUCATION: Bachelors degree preferred in Natural Resources Sciences, Aquaculture, Technology or other related field. Or in leu of education, 10 years of experience in fisheries and management will be considered.

I. EXPERIENCE: Experience in fisheries, and coordinating technical details for a range of cross -disciplinary environmental, hatchery and aquatic projects. Knowledge of management principles involved with strategic planning, resource allocation, leadership techniques and the general coordination of people and resources.

J. SKILLS:

- Effective communication, supervision and management skills are essential
- Knowledge of computer skills including word processing, spreadsheet and data base development.
- Must be able to read, analyze and comprehend not limited to, technical procedures, professional journals and governmental regulations, Codes of federal Regulations CFR's, treaty stipulations, court cases, contract agreements, Standard Operating Procedures (SOP) etc.
- Ability to effectively communicate, collaborate and coordinate with Tribal Council, tribal departments, general public (both tribal members and non-tribal members) and other agencies
- Ability to use logic and reasoning to identify the strengths and weakness of alternative solutions, conclusions or approaches to problems.
- Ability to deal with challenging emergent situations affecting Natural Resources and Management including irate individuals or tense situations.
- Knowledge of the Lac du Flambeau Band of Lake Superior Chippewa Tribes history, traditions and culture, self determination and jurisdiction including proficiency in communicating the roles that inherent treaty rights, substance abuse and sovereignty, occupy within the reservation community.
- Knowledge and clear understanding of federal laws, policies and regulations pertaining to Natural Resources and Treaty Rights. This includes but is not limited to NEPA, Clean Water Act, CERCLA, Safe Drinking Water Act, Clean Air Act.

- Knowledge of federal and state agency operations and practices pertaining to Natural Resources and treaty rights. This includes but is not limited to USFS, USEPA, USACE, NOAA, USFWS, BIA-DOI, USGS, USDA, USDOE, USDOT, BLM, FEMA, WIDNR, WI DOA, WI, DOT etc.

K. WORKING ENVIRONMENT:

- 1) Work conditions:** Office and outdoor conditions include working in outside conditions which may include extreme temperatures of heat and cold, rain, snow.
- 2) Exposure to Hazards:** May be exposed to some hazardous/solid waste- illegal dumping waste. Exposed to animals & fish. Will be exposed to insects, ticks, poisonous plants, duck worms, infected species, etc.
- 3) Physical Requirements:** Must be able to sit or stand for extended lengths of time. Be able to walk, bend, and stoop. May be some light lifting on occasion.

L. BEHAVIORS: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Natural Resource Director to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must have proof of current Licensure and proof of Insurability. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee	Date	Manager	Date
<u>Previously signed</u> Tribal Administrator	Date	<u>Previously signed</u> Human Resources Director	Date