



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Water Quality Program Coordinator
Department: Environmental Management Office
Supervised by: Environmental Director
Pay Range: T-9 \$24.72 - \$34.61/Hr. (\$51,417.60 - \$71,988.80 annually) DOQ
Exempt; Salaried – Regular / Full-Time

Position Summary: The Water Quality Program Coordinator serves as managerial support staff to the Tribal Environmental Office in the planning, development, implementation, and monitoring of tribal environmental protection programs; performs technical review of analysis of environmental assessments, studies, and special projects, and prepares comments/reports for the Tribal Environmental Protection Agency and Tribal Council; assists in compliance monitoring and enforcement of the National Environmental Protection Policy Act (NEPA) and the Tribal Environmental Protection Ordinance, and water-related Tribal Ordinances; works in conjunction and consultation with the U.S. EPA, Region 9 and various tribal federal, and state agencies on environmental related issues/projects; and seeks funding for special programs/projects.

Essential Functions:

- Primary investigator for issues of surface and groundwater quality on the reservation.
- Conducts research, surveys, and studies of special projects and prepares environmental assessments and reports on as-needed-basis.
- Establish policies and programs to address specific problems and issues, including writing policies if necessary, i.e. codes and ordinances.
- Prepare competitive applications for continued funding and assure sound management of contracts.
- Develop and conduct environmental education and community involvement programs and activities as foundation and guidance for environmental protection activities of the Tribe.
- Provide technical assistance in planning, development, implementation, and monitoring of environmentally related special projects on an as-needed basis.
- Coordinate and network with Tribal, Federal, State and Local Officials.
- Train and supervise tribal technicians to develop the technical and administrative capabilities of the Bishop Paiute people.

Supervisory Responsibilities:

- Supervise Water Quality Specialist and High School Interns.
- Supervise Youth Interns and AmeriCorps Members.
- Supervise Food Program Specialist.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.

- Written Communication – Ability to write clear and concise reports, memoranda, directives and letters.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management – the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- Detail Oriented – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized – the individual keeps clean and organized workspace and projects.
- Motivated – the individual inspires self and others about them to get the job done and follow through on tasks.

Experience and Education:

- Have a B.S. degree in Environmental Sciences or related discipline or a related work experience equivalent in nature and duties to this position.
- Supervisory experience in related field.
- Possess proficient writing skills, particularly with technical reports and funding proposals.
- Possess proficient communication skills, both verbal and written.
- Computer literate.
- Knowledge and experience in Geographic Information System (GIS) program/software is preferred, but not required.
- Experience in managing grant contracts.
- Experience in managing and analysis of environmental data in SQL-language databases.
- Knowledge and experience of Tribal Exchange Network (Trex) preferred, but not required.
- Willing to attend community meetings, conferences and training sessions.

Other Requirements:

- Must have and maintain a valid California Driver's License and to be insurable under the Tribe's existing automobile insurance policy.
- Willingness to work outside for extended periods of time under a variety of weather conditions
- Pass a pre-employment drug screen and be subject to random drug testing throughout employment.
- Shall comply with the Drug-Free Workplace policy and a Criminal Background Investigation.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native America communities and always maintain cultural sensitivity.
- Demonstration initiative, commitment, dedicated work ethic, and positive attitude to job duties and tribal environmental goals and objectives.
- Personable, cooperative, and willing to work with a variety of people at various levels of tribal, federal, state and local governments.

Physical Demands:

- *Bend* – Must be able to flex the upper trunk forward while standing and knees extended and/or knees flexed when sitting.
- *Carry* – Must be able to hold or rest weighted objects (up to 50 lbs.) directly on hands, arms, shoulders.
- *Kneel* - Must be able to maintaining the body in an erect posture while resting body weight on one or both knees.

- *Lift* - Must be able to use exertion of physical strength to move objects (up to 50 lbs.) from one level to another.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.