

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-333 **Issue Date:** 11-27-18 **Closing Date:** 12-17-18

Assistant DNR Superintendent
Department of Natural Resources
Hourly Wage: \$40.56/Regular/Full-Time/Supervisory

Incumbent will assist the DNR Superintendent in providing Tribal Council and the Tribal Administrative Director the necessary information and data necessary to manage, evaluate, preserve, conserve, coordinate, enhance, and protect the natural resources of the Yakama Nation and to protect Yakama Treaty of 1855. Incumbent will be responsible to evaluate the program's functions according to established tribal goals and objectives and tribal policies and to assist the DNR Superintendent to make changes in conjunction with oversight committees as needed. As an assistant to the Superintendent, the incumbent is involved in planning, organizing and directing various natural resources programs. Work is characterized by a wide variety of continuous projects and funding sources. Incumbent is responsible to develop plans that assure achievement of program objectives and operational goals. Work requires constant evaluation and definition of goals and objectives. Incumbent will provide financial oversight and policy direction to Programs within the Department of Natural Resources.

Knowledge, Skills and Abilities:

- Knowledge of the duties and responsibilities of the Superintendent.
- Knowledge of the Yakama Nation's JD Edwards financial accounting system
- Knowledge of 93-638 grant and contract regulations and compliance issues.
- Knowledge of policies and guidelines that govern the Forest Management Deductions and Fire Preparedness Operations.
- Knowledge of the Code of Federal Regulations (CFR) and how they apply to the Yakama Nation.
- Knowledge of the Washington State Forest Practices Act and its applicability in regards to Ceded land management
- Knowledge of federal environmental statutes such as; NEPA, ESA, NIFRMA, NAGPRA and NHPA and their applicability to Yakama Nation Lands
- Knowledge of the Personnel Policy Manual, Supervisors Manual, Compensation Manual, Finance Manual, and the Drug and Alcohol Procedures Manual.
- Knowledge of supervisory and management principles and practices.
- Knowledge of accounting theories and principals.
- Knowledge of tribal administrative policies and procedures.
- Knowledge of the Yakama Nation governmental organization.
- Knowledge of grant, contracting, and purchasing policies and procedures.
- Ability to analyze extreme DNR personnel issues or situations and apply an effective course of action in accordance with existing policies and procedures.
- Ability to remain flexible to changes in assignments or situation, priorities and handle frequent interruptions.
- Ability to work closely with all DNR staff to ensure a positive work environment.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/manager, elected officials, and the public.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.

Minimum Requirements:

- Bachelor of Science degree in a natural resources, hydrology, fisheries, wildlife, environmental toxicology, fire ecology, forestry or related field.
- Substitute for education on a month-for-month basis, progressively responsible work experience relative to the duties and responsibilities of this position.
- Four year's progressively responsible experience relative to the duties and responsibilities of this position.
- Required to pass pre-employment drug test.
- Required to pass pre-employment background check.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Driving Permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

Preferred Requirements:

- Master of Science degree in a natural resources, hydrology, fisheries, wildlife, environmental toxicology, fire ecology, forestry or related field.
- Two year's progressively responsible experience relative to the duties and responsibilities of this position.