



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

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### **POSITION DESCRIPTION – EPA/TTP DIRECTOR**

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**Reports To:** Tribal Administrator

**Department:** Cultural

**Status:** Exempt

**Salary Range:** DOE

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#### **SUMMARY AND SCOPE:**

Under the direction of the Tribal Administrator, the Tribal Environmental Protection Agency/Tribal Transportation Program Director is responsible for the overall coordination and administrative management of the Tribal EPA/TTP Department, including development and implementation of the Tribe's environmental programs, which focus on a broad range of environmental issues including water quality, air quality, solid waste management, cultural and natural resources; continuously seeks funding sources to address community water and wastewater system needs; supervision of department staff and activities.

#### **PRIMARY RESPONSIBILITIES:**

- Regularly updates roads inventory and assesses the status of the reservation environment, including all issues related to water, air, roads, solid waste, recycling, hazardous waste, septic systems, drinking water, pollution prevention, outreach and environmental health.
- Assists the Tribal Administrator, Tribal Council, and community in prioritizing environmental needs of the Tribe, and re-evaluating priorities on a regular basis.
- Develops and submits annual EPA and TTP grant proposals, seeking new sources of funding to address Tribal environmental priorities and future environmental projects.
- Manages and maintains compliance for multiple grants received from different federal and/or state agencies; ensuring all work plan responsibilities are met and funds are expended according to approved budgets.
- Trains and supervises staff in completing work plan assignments.
- Prepares and submits required reports for various funding agencies under the terms and conditions of the funding agreements.
- Oversees the development and implementation of department policies and procedures on approval by Tribal Administrator and Tribal Council.
- Develops and implements Tribal environmental codes and ordinances for approval by Tribal Administrator and Tribal Council.
- Analyzes and interprets data, maps and aerial photographs; perform statistical and other computations.
- Conducts field investigations under adverse weather conditions.
- Works closely with other Tribal departments in developing a greater environmental awareness

- through training & seminars and integrating environmental programs into the community.
- Provides environmental outreach materials to the community; continually strive to serve the community and involve the community in all aspects of environmental planning and implementation of programs.
  - Prepares documents, reports and newsletters as requested by the Tribal Council and Tribal Administrator.
  - Builds good working relationships with other Tribes, local, county, state and federal agencies, and others, working collaboratively to address environmental concerns as appropriate.
  - Develops a GIS mapping program on the reservation, training staff to create and update maps in order to assist in reservation land use and other planning activities.
  - All other duties assigned.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in environmental sciences, Natural Resources Management, or a closely related field.
- 4 years progressively responsible work experience overseeing, managing and/or administering environmental programs and/or projects or similar programs which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Experience in managing a road repair crew or road project/s.
- General knowledge of OSHA safety laws.
- Valid Drivers License and insurable for the Tribe's auto insurance.
- Ability to manage and keep in compliance multiple grants from different federal and/or state agencies.
- Manage multiple tasks and meet deadlines.
- Maintain confidentiality at all times.
- Proficient in Microsoft Office Suite: Word, Excel, Power Point and Outlook.

### **APPLICATION PROCESS:**

- If you are interested in this position, please submit the following:
  - Completed Application
  - Cover Letter and Resume
  - Documentation of completion of Education
  - If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: [jobs@chukchansi-nsn.gov](mailto:jobs@chukchansi-nsn.gov)

**PRCI TRIBAL PREFERENCE:**

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

**INDIAN PREFERENCE STATEMENT:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

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(Approval Signature)

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(Date)

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(Employee Signature)

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(Date)