

KICKAPOO TRIBE IN KANSAS

Position Description

Position Title: Environmental Director

Status: Full time- 40 hours per week with benefits

Supervisor: Tribal Administrator

Deadline: June 8th 2015

Position Summary:

The Environmental Director will oversee and be responsible for the overall management of the environmental programs for the Kickapoo Tribe in Kansas.

Responsibilities:

- Plans, directs, and coordinates activities of staff involved in developing procedures and techniques to solve environmental problems.
- Schedules and assigns duties to staff based on evaluation of their knowledge of specific disciplines.
- Confers with Tribal Managers and/or Tribal Council to coordinate project activities and establish reporting procedures.
- Develops and implements methods and procedures for monitoring projects, such as preparation of records of expenditures and research findings, monthly progress reports and staff meetings in order to inform management of current status of each project.
- Reviews technical aspects of project to assist staff and assess productivity.
- Reviews project operations to ensure coordination of efforts and timely submission of reports.
- Analyses reports to evaluate program effectiveness and budgetary needs.
- Approves expenditures necessary for completion of projects.
- Prepares and controls budget for functions of the environmental program.
- Coordinates planning, testing, and operating phases to complete projects.
- Provides technical assistance to Tribal programs and agencies conducting related environmental studies.
- Determines data collection methods to be employed in projects.
- Develops funding proposals for environmental areas concerning the Kickapoo Tribe.
- Attends meetings and trainings and represents the department on subjects related to the program.
- Maintains Greenhouse and Community Gardening projects.
- May recruit, hire, and train department staff, evaluate staff performance and develop goals and objectives for staff in conjunction with the Human Resource Department.
- May negotiate contracts and consulting firms to perform research activities as called for in specific projects.
- Other duties as assigned by the Tribal Administrator.

Minimum Education/Experience:

- Bachelor's degree with focus on environmental studies, natural sciences, resource management, management, planning, or other related field.
- Three or more years of management experience in environmental related field
- Experienced or knowledgeable of the following areas: air pollution, surface water, drinking and ground water, hazardous waste, solid waste, pollution prevention, etc.
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word and Excel
- Physically able to work in the field (lifting, carrying, supplies and equipment, planting, etcetera) during all seasons
- Valid driver's license and clean driving record

Desired Qualifications:

- An individual with an advanced degree is preferred.
- Proficiency with ArcGIS and GPS
- Experience working with Native American tribes

COMPENSATION:

Financial compensation will be commensurate with applicable experience. The Environmental Director will also enjoy a flexible work schedule in a fun, fast-paced, positive work environment with excellent coworkers.

Privacy Act:

Environmental Specialist must comply with all requirements and provisions of Subpart D. of 43 CFR, Part 2, which implements the Privacy Act (5 USC 552a) (i)(1).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472) and Kickapoo Tribal Employment Rights Ordinance (TERO). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Employee signature

Date