

KICKAPOO TRIBE IN KANSAS Position Description
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Position Title:	Environmental Specialist - Water Quality Monitoring
Status:	Full time- 40 hours per week with benefits
Supervisor:	Environmental Director

Position Summary:

The Environmental Specialist will work under the supervision of the Environmental Director primarily works on the tribal Clean Water Act 106 Program; however, opportunities will be present to assist on a variety of tasks associated with environmental protection, regulations, and tribal environmental capacity building goals.

Responsibilities:

- Conduct habitat assessments and bio-assessments of wadeable streams
- Calibrate and operate water quality sondes in the field
- Write assessment reports and quality assurance procedures
- Upload water quality data to STORET
- Researches funding sources for environmental programs and writes proposals to secure continued funding and new funding for these programs.
- Coordinate environmental education and community awareness activities and displays at public events, employee events, Kickapoo Nations Schools, and Head Start.
- Attend and successfully complete training programs as assigned
- Gather current, scientific, and regulatory data for environmental education materials and tribal newsletters.
- Examine and prepare charts, tables, maps, and other pertinent documents for the interpretation of data; and prepares reports of findings and analyses using Microsoft Office Suite.
- Ability to establish and maintain an effective working relationship with public officials, management, and the general public.
- Ability to comprehend and interpret environmental control laws, rules and regulations.
- Network with national, regional, tribal, state, and local governmental agencies; primarily at quarterly EPA Region VII RTOC meetings.
- Attend trainings regarding environmental issues, as assigned by Director, primarily through the Institutes for Tribal Environmental Professionals.
- Ability to organize and complete work as necessary to meet deadlines and project goals.
- Other duties as assigned by the Environmental Director.

Minimum Education/Experience:

- Bachelor's degree or higher with focus on environmental studies, natural sciences, resource management, watershed science, conservation planning, or other related fields

- Knowledge of watershed stewardship and conservation, resource management, water quality/storm water science and hydrology.
- Three or more years of professional experience, including field work
- 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
- Highly organized and motivated self-starter with the ability to prioritize
- Ability to work independently as well as part of a team
- Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment, planting, etcetera) during all seasons
- Valid driver's license and clean driving record

Desired Skills & Experiences:

- Proficiency with ArcGIS and GPS
- Familiarity with production agriculture and personal interest in conservation and agriculture
- Experience working with watershed and other Native American tribes

COMPENSATION:

Financial compensation will be commensurate with applicable experience. The Environmental Specialist 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.