



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	N
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	N

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Environmental Manager

DEPARTMENT: Environmental Protection (DEP) / Natural Resources

POSITION SUMMARY:

The Environmental Manager coordinates and provides supervision to the Environmental Management Program, ensuring accomplishment of departmental goals in shoreline management, brownfields site management and remediation, vegetation management, hazardous waste management, oil spill response, and environmental permitting technical review. This position is supervised by the Environmental Director, provides general oversight to 3+ professional and technical environmental staff, and supervises the Environmental Management Specialist, Shorelines Specialist, and Forester.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Programmatic duties include planning and directing environmental management activities to protect or improve Reservation natural resources through on the ground or on the water management, environmental contaminant response, and reporting and analysis.
 - a. Manages 5-10+ DEP grants and contracts including: grant writing for on-going and new applications for Environmental Management grants, researching available grants, drafting work plans & budgets for grants, managing and tracking budgets for existing grants, grant reporting, and drafting work scope and tracking budgets for contracts.
 - b. Prepares internal technical documents, reports, and presentations, and reviews documents including technical reports related to special projects; occasionally develops poster and/or oral presentations for Tribal Senate/Committees or external audiences related to environmental management as assigned/approved by the Environmental Director;
 - c. Coordinates and provides technical expertise as requested from the Environmental Director, Environmental Specialist, and Permit Program on permitting and violation issues subject to the review of the Environmental Director.
 - d. Provides technical assistance to the Housing and/or Planning Department with federal environmental compliance of Tribal projects, with delegated NEPA authority over HUD projects;
2. Manages environmental management special studies including: facilitates planning, manages, and implements on-Reservation environmental restoration projects in coordination with Skagit River System Cooperative; assists in drafting or revising Tribal environmental codes and policies related to environmental management; coordinates with outside agencies on hazardous waste cleanup near the

Reservation; and, provides comments on policy and regulatory issues affecting the Tribe, as assigned by the Environmental Director.

3. Assists the Environmental Director in administration and other functions as assigned including: administrative oversight; departmental budget development; planning, writing, and administering grants and programs; support in supervision and management of Department staff; and long-term strategic planning.
4. Each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in environmental studies, environmental science, or other natural resources or related field, Master’s degree IS DESIRED,
- 5 years program management experience, AND
- 3 years staff supervisory experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong written and verbal communication skills.
- Management experience including staff supervision and coordination of projects, programs, and grants.
- Computer literacy including word processing and spreadsheets; ability to learn additional software as needed.
- Experience in coordination and cooperation with other Tribal Departments, and with outside agencies.
- Experience in invasive plant identification and management *IS DESIRED*.
- Experience in environmental permit review and in reviewing Federal and State law, rules and regulations *IS DESIRED*.
- Knowledge of Forestry Management, especially in the context of regulation and of carbon sequestration and fire risk management *IS DESIRED*.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 30-40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in an office environment with some outdoor field visits.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position Environmental Manager is considered to be a non-exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____