



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources

11373 Moorage Way

La Conner, WA 98257

Phone (360)466-7347 | Fax (360)466-1348

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

JOB DESCRIPTION

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

JOB TITLE: Environmental Policy Analyst

DEPARTMENT: Environmental

SUPERVISED BY: Environmental Policy Manager

POSITION SUMMARY

This position reports to and works directly with the Environmental Policy Manager, and also collaborates with the Climate Policy Analyst, SRSC Habitat Services Department staff, Wildlife Department Staff, and Environmental Policy Director in the evaluation of Federal, State and local Legislative, legal and permit specific actions and assesses their impacts to the Swinomish Tribal Fisheries and habitat resources. The job will entail a mixture of technical skills associated with natural resources protection, knowledge of state and federal environmental protection rules and laws, and the ability to work with both tribal and non-tribal partners. Excellent writing skills are essential.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reports to and works directly with Environmental Policy Manager to develop and implement Natural Resources protection strategies and policies that will protect and restore Swinomish tribe fishery habitat resources.
- Analyze policy and permit proposals for potential impacts to wildlife.
- Build relationships with local environmental groups, local government staff and others to advocate for natural resource protection and restoration.
- Coordinate with Skagit River System Cooperative on estuarine and riparian restoration and fish passage efforts.
- Review Federal, State and local (Skagit, Whatcom, Island, San Jian County) land use and timber harvest applications to evaluate impacts to Tribal Resources.
- Review US Army Corps of Engineers permits within the Skagit Valley Floodplain and riparian zones to evaluate impacts to tribal resources and Treaty Rights.
- Review and draft comments on proposals for oil and gas refineries, Vessel Traffic, and COVR.

- Attend Northwest Indian Fisheries Commission meetings to stay informed of and participate in evaluating local, state, and Federal Policy decisions.

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION

- B.S. degree in Fisheries or Natural resources.
- Masters degree in Fisheries or Natural Resources desired.
- Minimum 3 years working on Natural Resources or for Tribal Governments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge about salmon habitat and challenges associated with their sustain growth, recovery and protection.
- Familiarity with Federal and State Natural resource regulations including the Clean Water Act, NEPA, SEPA, Growth Management Act, Shoreline Management act, Army Corps Regulations, and the Endangered Species Act.
- Ability to communicate clearly on complicated issues.
- Excellent Writing Skills.
-

WORK ENVIRONMENT AND TIME COMMITMENT:

- Work schedule is 40 hours per week. This is a full time position
- Tasks are performed mostly indoors in an office environment, but many involve occasional outdoor site visits.
- Considerable time may be spent at a computer work station in the performance of administrative tasks.
- 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 of Environmental of Policy Analyst is considered to be an 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: _____

Supervisor: _____