

JOB ANNOUNCEMENT

POSITION: Tribal Land Director/Natural Resources Director
PROGRAM: Natural Resources
SUPERVISOR: Tribal Projects & Natural Resources Administrator
SALARY: \$22.38 per hour (Grade 20, Step 01)
LOCATION: Tribal Headquarters/Owyhee, Nevada 89832

OPENS: March 25, 2024

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position are to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES.

SPECIAL CONSIDERATIONS:

This position is subject to suspicion less (random) drug testing and a background check as a condition of employment. This individual operates Tribal equipment on a regular basis. This person comes into close contact with children and seniors in the course of delivering services to the community. This individual works in hazardous environments (machinery, electricity, chemicals, and has fiscal responsibilities for overseeing planning and budgeting and day to day management of the Natural Resources Department for the Shoshone-Paiute Tribes

Job Summary:

This position will be under the direct supervision of the Tribal Programs Administrator. The incumbent will direct the operation and maintenance of all-Natural Resources Programs.

Specific Duties:

1. Will supervise office and field staff members who perform day-to-day duties of the Shoshone-Paiute Tribes Natural Resources Programs.
2. Will develop program budgets and be responsible for management of budget expenditures as necessary.
3. Will seek out grant funding sources and write grant applications for development and implementation of projects related to the Natural Resource Programs.
4. Will communicate in writing and verbally with public, public agencies, Tribal Council and various administrative arms of Tribal Government.
5. Will work with the land board to provide office and administrative support.
6. Will submit written reports on a monthly, and/or on an annual basis as required.
7. Will develop plans and manage construction and maintenance projects.
8. Will draft letters, answer questions, and interpret program objectives.
9. Will organize Natural Resources data into concise report data formats and if necessary, will recommend changes to the Tribal Programs Administrator.
10. Will perform other related duties as assigned by Supervisor.

MINIMUM QUALIFICATIONS:

1. High School Diploma or General Education Diploma (GED).
2. Idaho or Nevada Driver's License.
3. Minimum of two (2) years of Government/Natural Resources Office Experience.
4. Have the ability to interact with the public, public agencies, Tribal Council and the various administrative arms of Tribal Government.
5. Must have computer skills.
6. Supervision experience.

PREFERRED QUALIFICATIONS:

1. College or University Degree in Natural Resource or related field.
2. Any combination of college education and/or experience can be substituted to meet the minimum qualifications.
3. Grant writing experience.