YUROK TRIBE JOB DESCRIPTION
YTEP MANAGER – WATER DIVISION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>YTEP Manager (Water Division)</th>
<th>Job Grade</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Environment (YTEP)</td>
<td>Location</td>
<td>Eureka, Klamath, Weitchpec</td>
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<tr>
<td>Reports To:</td>
<td>Environmental Director</td>
<td>FLSA Status</td>
<td>Exempt</td>
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</tbody>
</table>

**ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE**

**Salary Range** $65,480 – 85,515

**POSITION SUMMARY:**

Under the general direction of the Environmental Director, the Manager of the Water Division will assist in the oversight, development and implementation of the Tribe’s Environmental Program’s Water Division. The Manager will supervise the daily program activities of Water Division staff to ensure timely and successful completion of all Water Division grants, work plans and objectives.

**DUTIES AND RESPONSIBILITIES:**

1. Assist with the scope of work according to generally accepted methods and standards for environmental or scientific research and data gathering specific to Water Division.
2. Prepares and submits professional-quality technical and progress reports to YTEP Director, Executive, Tribal Council and relevant funding agencies for work plans and grants assigned to the Water Division. Provide technical expertise on water quality sampling, analysis, and reporting to tribal staff, Tribal Council, Executive, Tribal members and outside entities.
3. Provide technical expertise on water quality sampling, analysis, and reporting to tribal staff, Tribal Council, Executive, Tribal members and outside entities.
4. Prepare, review and write water quality reports, permits and other technical documents related to Water Quality and Water Resources for the Yurok Tribe.
5. Directs and supervises Water Division staff engaged in data collection analysis, data management, and fieldwork involving water quality monitoring, assessments and regulatory inspections.
6. Provides information and assistance to other departments or divisions regarding the Tribe’s water quality regulatory requirements and permits and other applicable environmental legislation related to the protection of water resources.
7. Assists the Director in the administration of the Tribe’s Water Quality Regulatory Program.
8. Conducts evaluations of water quality conditions on the Yurok Reservation in cooperation with the US Environmental Protection Agency and other Federal, State or local staff.
9. Collects data generated by other program staff or by multi-agency task forces in the Klamath Basin and interprets data in formulation assessments about environmental conditions on the Yurok Reservation.
10. Prepares a variety of analytical and program reports and makes effective verbal and written presentations or prepares material for presentation to the YTEP Director.
Supervises Water Division staff incompletion of field surveys and investigations on the Yurok Reservation related to the functional environmental program areas covered by the various grants.

12. Review and prepare technical comments on regulatory and management documents that have the potential to affect the management and quality of Tribal waters.

13. Identifies and prepares funding proposals and grant applications for the Environmental Program.

14. May be assigned other duties as required to meet the needs of the Tribe.

15. Procures and administers professional contracts with outside consultants to assist staff in meeting the goals of the Water Division.

16. Provide assistance and guidance to the Yurok Tribe’s Public Drinking Water Division.

17. Updates, maintains the Yurok Tribe Environmental Program’s real-time water quality data network.

SUPERVISORY RESPONSIBILITIES:

The Manager performs the full range of supervisor duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, and capability of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction and guidance to subordinates on work matters. Develops staff career development plans designed to improve the job-related effectiveness of each departmental employee. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

MINIMUM QUALIFICATIONS:

1. Knowledge of research and survey methodology commonly used to assess water quality conditions, and to classify or identify sources of environmental pollution or factors contributing to water quality degradation.

2. General knowledge and practice in data collection and analysis techniques, and in formulating regulatory procedures and qualitative standards.

3. Practice in evaluating the negative impacts of environmental degradation from a cultural or social perspective.

4. Ability to understand and apply federal laws, regulations, policies, procedures, and program standards in accomplishing the goals of the program. Familiar with the applicable federal laws administered by the US EPA on Indian Reservations.

5. Ability to research, analyze, and summarize data using a variety of technical software applications; possess technical competence in computer use.

6. Able to prepare clear, concise, and complete technical documents, reports, correspondence and other written materials.

7. Ability to make oral presentation of technical information and recommendations.

8. Skill and experience in supervision of professional and technical staff.
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EDUCATION/EXPERIENCE:

A Baccalaureate Degree in Environmental Science, Natural Resource Management, or a closely related discipline, and five years to six years of progressively responsible experience.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
4. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
5. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
6. VISION REQUIREMENTS:
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_________________________________________________  ______________
Employee Signature        Date    Employee #

_________________________________________________  ______________
Supervisor Signature        Date