YUROK TRIBE-JOB DESCRIPTION
Director-Forestry Program

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Forest Carbon Project Manager</th>
<th>Job Grade</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Forestry Department</td>
<td>Location</td>
<td>Klamath</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Natural Resource Director</td>
<td>FLSA Status</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE

Salary Range $60,070.40-$78,378.25

POSITION SUMMARY:

Under the supervision of the Natural Resource Division Lead, and with guidance from the Yurok Tribal Council, the Forest Carbon Project Manager is responsible for managing multiple forest carbon sequestration projects in accordance with California Cap and Trade Program protocols, tribal land management plans and agreements, tribal ordinances, and all other applicable state and federal laws and regulations. The Forest Carbon Project Manager will oversee and supervise all tribal staff, contractors, and consultants necessary to successfully manage and sustain multiple forest carbon sequestration projects. The position will work under the supervision of the Forestry Director to integrate carbon project actions with existing resource plans and agreements, while complimenting and supporting sustained yield management of all tribal forestry resources. Works to integrate forest carbon management with ongoing trust and fee timber harvest rotations, cultural burning programs, and other resource management efforts. This position is responsible for all forest carbon project planning, development, management, sales, policy, and public relations needed for successful management of tribal forest carbon projects; and serves as primary tribal lead on for carbon offset sales, public policy, and public relations needed for successful management of tribal forest carbon projects.

DUTIES AND RESPONSIBILITIES:

1. The Forest Carbon Project Manager develops, registers, manages, and assures that forest carbon projects are consistent with existing tribal resource plans, programs and projects; as well as current state forest carbon program protocols and regulatory requirements.
2. Reviews timber harvest plans, restoration and conservation plans, road construction and maintenance plans, and cultural and prescribed burning plans to ensure integration with tribal forest carbon projects.
3. Provides leadership, coordination and direction to:
   - Develop and register forest carbon projects
   - Guides staff and/or consultants to establish and survey forest carbon inventory plots
   - Reviews and quality controls all carbon plot inventory data
   - Prepares quantitative estimates of standing forest carbon, and future carbon sequestration
   - Works with third-party carbon verifiers to ensure compliance with all CA program protocols, and regulations
   - Inform Tribal Council and relevant Yurok staff of ongoing carbon project issues
4. Prepares and revises short- and long-range carbon sequestration projections in collaboration with sustainable timber harvest, and land management, and restoration
YUROK TRIBE-JOB DESCRIPTION
Director-Forestry Program

5. Reviews annual and/or periodic carbon project plans and schedules to determine compliance with long-range resource management plans; and to set up areas and priorities for carbon project development, timber stand improvements, and other forest treatments to increase forest carbon sequestration.

6. Develops, oversees, manages, and advises the Yurok Tribal Council on all contracts and agreements required to support forest carbon projects.

7. Directs and supervises tribal forestry staff to collect forest inventory plot data, implement forest improvement projects, ensure access, and other field tasks to support carbon modelers/contractors, and third-party carbon sequestration modeling verifications.

8. Reviews, interprets, and verifies all carbon inventory data, sequestration model estimates, and works with verifiers to ensure full compliance with CA Air Resources Board regulations.

9. Responsible for advising NR Division and Executive staff, and Council on state and federal forest carbon policy matters, as well as other public relations.

10. Collaborates and cooperates with other staff to support and successfully execute compliance and voluntary carbon offset sales agreements.

11. Develops long-term tribal carbon management vision in order to create additional economic opportunities for tribe and tribal members.

12. Completes other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Performs the full range of supervisory duties and responsibilities to subordinate forestry department staff. 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. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

MINIMUM QUALIFICATIONS:

1. A broad and fundamental knowledge of, and experience using, intensive forestry practices, multiple land use management principals, forest ecology, and conservation concepts and applications in order to advance and execute plans and programs consistent with existing policies, and agreements.

2. Knowledge of factors and trends affecting maximum utilization of the forestry resource in order to meet all legal and administrative requirements regulating forest carbon projects and sales agreements.

3. Familiarity with forest inventory metrics, data collection, analyses, QA/QC, and computer-based forest inventory and carbon modeling applications to support successful management of forest carbon projects, and subsequent sales agreements.

4. Knowledge of natural resources management, ecology, ecosystems, zoology, wildlife habitat and habitat rehabilitation sufficient to formulate harvest plans designed for the preservation, protection natural and cultural resources, while maximizing carbon capture rates.

5. Knowledge of capacities, capabilities and skills of personnel, equipment, materials and
budgetary requirements to formulate and execute viable strategies to maximize forest health, resource restoration, and forest carbon sequestration.

6. Knowledge and ability to read and interpret maps, surveys, and plats; and to locate boundaries and markers.

7. Physical fitness capable of meeting physical demands of the job required while making on-site examinations of conditions and/or activities. Includes walking and climbing or driving over very rough terrain.

8. Ability to work safely in the field, especially during logging and forest improvement operations or other hazardous conditions.

9. Ability to work effectively under pressure and meet deadlines.

10. Ability and willingness to travel frequently and on short notice, sometimes on weekends.

11. Excellent technical and formal professional writing skills.


15. Development of carbon projects that are fiscally, and ecologically responsible.

16. Familiarity with Voluntary Carbon and Cap and Trade markets in California and CA Air Resources Board Regulations.

17. Analyzing and assessing preexisting forest inventory data.

18. Ability to prepare carbon and timber inventory review and planning and biomass and carbon volume modeling.

19. Working knowledge of Forest Project Protocol Versions 3.1 and 3.2 prepared by the Climate Action Reserve (CAR)

20. Ability to collect, analyze, and interpret forest measurements, summarize field work, estimate carbon stocks, and estimate forest inventory precision.


EDUCATION/EXPERIENCE:

- BA/BS degree from an accredited school in forestry, natural resources management, conservation, business, law or another related field of study and at least five years of experience in forestry, land conservation, and carbon modeling/verification fields.
- Experience working with a wide range of people, such as tribal members, environmental NGOs, landowners, corporate executives and government officials.
- Experience negotiating complex jurisdictional, legal, and sales agreements.
- Grant writing and grant management experience.
- Supervisory experience and experience managing diverse teams.
- Experience in developing and managing multiple projects and timelines.
- Experience working with computers, including quantitative database management.

Equivalent combinations of education and experience is qualifying for this position.

CONDITIONS OF EMPLOYMENT:
1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. All applicants will acknowledge and follow all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must have a valid state issued driver’s license (CA or OR) and be insurable on the Tribe’s insurance policy.
5. 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.
6. 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.
7. 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 occasionally 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 50 pounds. The employee must have the ability to perform tasks requiring physical exertion, outdoors, in all weather conditions and on difficult and sometimes hazardous terrain. This work requires extreme physical exertion and/or physical strain to the point of physical fatigue. The work environment may involve exposure to job hazards where there is a high possibility of injury.
8. 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