



Kootenai Tribe of Idaho

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JOB ANNOUNCEMENT

JOB TITLE: ENVIRONMENTAL DIRECTOR
LOCATION: KOOTENAI TRIBAL OFFICE; BONNERS FERRY, IDAHO
SALARY: DOE
OPEN DATE: January 24th, 2022
CLOSING DATE: Open until filled

REPORTS TO: TRIBAL COUNCIL
SUPERVISES: TRIBAL AIR INTERN/ADMINISTRATIVE ASSISTANT

Introduction: This position is located at the Kootenai Tribe of Idaho's Tribal Headquarters near Bonners Ferry, Idaho. The position is funded by grants from the Environmental Protection Agency. The Environmental Department has projects that encompass strategic environmental health planning, integrated resource management, air quality monitoring and data management, pesticide exposure, solid waste management, and Kootenai Valley Resource Initiative (KVRI) assistance. The projects are either Tribal-specific or have components that involve community-based/collaborative decision making with outside agencies.

General Summary of Duties: The Environmental Director is a full-time position. Under the direction of the Tribal Council, the Environmental Director develops and implements the Tribal Environmental program including planning, budgeting and managing activities related to the Environmental Health of the Kootenai Indian Reservation, community and Kootenai aboriginal territory, as well as ensuring compliance with all applicable environmental laws and regulations.

Typical Physical Demand: Requires sitting for long periods of time, some standing, stooping, bending and reaching is required and may require lifting up to 30 points. Requires manual dexterity sufficient to operate a computer, calculator, and telephone. Requires normal range of hearing and vision.

SPECIFIC DUTIES:

1. Works with Tribal Council and Tribal citizens to identify environmental issues and interested parties, and to take initiative to establish cooperative working relationships, productive communication and informed decision-making.
2. Works with State and Federal Government staff and ensures that Tribal Council has informed interaction with outside governing bodies to preserve tribal sovereignty and ensure that all applicable Tribal rights are protected.
3. Manages Environmental Program grants:
 - a. EPA Indian General Assistance Program; program administration, grant writing and reporting, budgeting, agency consultation, EPA & State rulemaking on water quality & solid waste, updates the EPA/Tribal Environmental Plan (ETEP), KTOI Integrated Solid Waste Management Plan (ISWP).
 - b. EPA Air Quality Program; air quality monitoring, smoke management program, EPA & State rulemaking and employee training and supervision.
4. Review and provide analysis on environmental issues, policies and permits including air quality, water quality, environmental health and strategic planning.
5. Represents Tribe in public meetings with federal, state, local and Tribal governments and the general public at agency and regional levels. May be appointed to regional boards/committees as authorized by Tribal Council.

6. Works with Tribal Council and the Tribe's Attorney General to ensure that the Tribe's working relationships with agencies are appropriately documented by appropriate legal agreements.
7. Ensures that environmental program staff are sufficiently knowledgeable about Tribal issues, can develop the technical expertise needed to perform the work, and will behave in a professional matter at all times when dealing with agencies and the general public.

PERFORMANCE REQUIREMENTS:

1. Management of Tribal Programs; must understand and possess the skills to accomplish project management, including identifying and managing the scope of work, setting and controlling budgets, monitoring and adjusting project schedules.
2. Must be able to manage multiple priorities, do basic budget computations, write clearly, prepare program reports and other correspondence.
3. Must be comfortable meeting with agency personnel, able to discuss Tribal needs, and ensure that the Tribes interests are being represented, particularly in the NEPA process.
4. Must have good interpersonal skills, able to negotiate, provide supervision, and guidance. Must be able to work closely and integrate Tribal environmental work with other Tribal departments and staff.
5. Must be familiar with consensus decision making and collaboration techniques.
6. Must be able to submit data to the EPA AQS database.
7. Proof of full COVID-19 vaccination (two-shot Pfizer/Moderna or one-shot Johnson & Johnson) or willingness to obtain full vaccination upon employment required.

MINIMUM QUALIFICATIONS

1. Must have a degree in Environmental Management or related field. A candidate with a Masters Degree in Environmental Management is preferred.
2. Must have a minimum of ten years of experience in managing environmental programs. Experience working with Indian Tribes is preferred.
3. Must have a working knowledge of environmental rules and regulations, including but not limited to: The Clean Air Act; Clean Water Act; National Environmental Policy Act; Federal Insecticide, Rodenticide, and Fungicide Act; the Resource Conservation and Recovery Act; and the Endangered Species Act. A candidate with a recognized environmental certification or credential is a preferred candidate.
4. Must be able to travel to field locations within aboriginal territory of the Kootenai Tribe and other location. A candidate knowledgeable about the Kootenai River Watershed will be considered a preferred candidate.
5. The Kootenai Tribe of Idaho gives preference to qualified Indian applicants in accordance with Chapter 19 of the Kootenai Law & Order Code.