

**SUMMIT LAKE PAIUTE TRIBE**

1001 Rock Blvd.

Sparks, Nevada 89431

TELEPHONE: (775) 827-9670 FAX: (775) 827-9678

Website: www.summitlaketribe.org

**JOB ANNOUNCEMENT  
ENVIRONMENTAL SPECIALIST**

**Rate of Pay:** \$26,520--\$45,760/year (DOE)

**Benefits:** Paid Holidays/Sick Leave

**Opening Date for Public:** August 1, 2016

**Closing Date – Native American Preference:** July 16, 2016

**Duration of Employment:** Regular, Full-Time (DOF)

**Duty Station:** Summit Lake Indian Reservation, Humboldt County, Nevada and administrative office in Sparks, Nevada

**JOB SUMMARY:** Incumbent is responsible for assisting and supervising other staff to implement work tasks of natural resources and environmental programs on the Summit Lake Paiute Reservation (Reservation).

**DUTIES AND RESPONSIBILITIES:**

1. Incumbent will work within a variety of environmental and natural resource contracts and grants and shall contribute towards all aspects of the Tribe's fish, wildlife, range, water quality, noxious weed management, and transportation programs, including maintenance of geographical information system (GIS) databases .
2. Incumbent shall write and contribute to monthly, quarterly, and annual reports to the Tribal Council (Council) and Federal or State agencies.
3. Develop and maintain a central database regarding Reservation and surrounding area environmentally sensitive issues and information.
4. Maintain an effective working relationship with Council, supervisor, staff, partners and stakeholders.
5. Contribute to community newsletter, assist with public outreach and produce various media for public education and information.
6. Coordinate and communicate with local, state and federal agencies and staff regarding Tribal needs, plans and reporting or budgeting requirements.
7. Perform duties in conjunction with other Tribal departments and staff as needed.
8. Locate funding sources (grants), write and submit applications to supplement yearly budgets.
9. Supervise staff as assigned.
10. Perform other appropriate and applicable duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. BS degree in environmental science, natural resources or comparable field with a minimum of 2 years professional work experience in this field including administration of governmental programs.
2. Thorough understanding of GIS and GPS hardware/software including ESRI products such as: ArcGIS, Trimble Pathfinder software, etc.
3. Ability to effectively interact with Tribal leaders, staff and agency personnel.

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4. Possess strong verbal and written communication skills.
5. Possess the desire and ability to work in a remote setting.
6. Possess the ability to work independently, collaboratively and effectively in a cross-cultural environment with a wide variety of people with various skill levels.

### **PREFERRED QUALIFICATIONS:**

1. Knowledge and/or experience managing Federal contracts and grants.
2. Working knowledge or experience with tribal programs administered by the Bureau of Indian Affairs (25 CFR) and the Environmental Protection Agency (40 CFR Parts 31 and 35).
3. Working knowledge of the National Environmental Policy Act, the Clean Water Act, the National Historic Preservation Act, and the Endangered Species Act.

**To Whom Position Reports:** Natural Resource Director

**Travel Requirements:** Regular travel to Reservation. Council meetings and workshops as needed.

**Driver's License:** Must possess a valid driver's license and be insurable by Tribe's insurance company. **A copy of applicant's driving record issued by the State Department of Motor Vehicles issued 30 or less days prior to of the date of application, must accompany the application.**

**Overtime Status:** Exempt

**Job application forms may be obtained by contacting the tribal office or website cited in header of this announcement. Submit applications to the tribal office by mail or in person.**

**TRIBAL MEMBER AND INDIAN PREFERENCE:** Summit Lake Paiute Tribe is a Tribal member and Indian preference employer, in accordance with Section 7(b)(c) of Public Law 93-638, the Indian Self-Determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.