

-JOB OPENING-

WATER RESOURCE MANAGER

JOB DESCRIPTION

The Water Resource Manager is funded by USEPA Clean Water Act 106 and 319 Non-Point Source Programs. This position requires working independently, supervising water resource program staff, under the guidance of the Environmental Director. The Water Resource Manager's work involves both office and outdoor work. Office work involves grant writing & implementation, quarterly and summary reports and attend both day and evening meetings related to water topics locally, state and nationwide. Outdoor work requires regular and recurring physical exertion that includes, walking, hiking, wading in water and climbing. Work outside will be done in all types of weather conditions and on steep or rough terrain. Occasional overnight travel will be required for training, workshops, events and meetings.

DUTIES INCLUDE

- Implement all water resource program grant workplans and tasks
- Track grant budget and expenses
- Supervise water resource program staff in relation to specific on-the-ground projects
- Grant writing
- Prepare and submit various written and oral reports accordingly with USEPA and other grant guidelines
- Assist Tribal members with water quality & safe drinking water issues
- Research and present information on water related activities and grant opportunities to tribal administration and tribal community
- Develop, implement and oversee outreach activities that will distribute water resource program information
- Collaborate with other existing environmental programs on environmental outreach, awareness and education
- Recommend policies, procedures, or actions that will promote effective protection of tribal water resources
- Attend training, workshops, events and meetings
- Develop and implement a 319 NPS Program



ROBINSON RANCHERIA

CITIZENS BUSINESS COUNCIL

QUALIFICATIONS

- BS degree in Biology or related field or 5-years work experience in science field
- Must have a minimum of 3 years of program management experience
- Knowledge of USEPA programs
- Grant writing and management required
- Must be able to use a computer and be skilled in MS Windows and MS Office, experience in Mac added plus
- Must be willing to perform fieldwork duties
- Must have a general knowledge of road, culvert type construction
- Knowledge in G.I.S. and G.P.S. skills
- Water sampling skills and general water chemistry knowledge required

REQUIREMENTS

- Must possess a valid CA Driver License and provide a 5-yr driving history from DMV
- Must be willing and able to pass random drug tests

Deadline for submitting applications: April 25, 2008, 5:00 p.m.

For questions please contact Irenia Quitiquit, Environmental Director, Robinson Rancheria Environmental Director at (707) 275-2226, fax or email resumes to (707) 275-0470 or ireniag@robinsonrancheria.org

Indian Preference Policy: Preference is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USE Section 472)