

JOB DESCRIPTION

POSITION TITLE:	ENVIRONMENTAL DIRECTOR
DEPARTMENT:	ENVIRONMENTAL CENTER
REPORTS TO:	TRIBAL ADMINISTRATOR
WAGE:	D.O.E.
HOURS:	40 HOURS PER WEEK
SUPERVISORY RESPONSIBILITY:	YES

GENERAL FUNCTION:

Under administration direction of Tribal Administrator, plans, develops, organizes and directs a comprehensive environmental program.

CHARACTERISTIC DUTIES AND RESPONSABILITIES:

Makes policy decisions subject to administrative approval and initiates plan for the environment based on environmental laws and regulations .

Studies and analyzes operational procedures.

Prepares detailed and comprehensive reports and recommendations.

Meets with public groups to explain programs and engender public interest and support.

Reviews and replies to correspondence.

Develops administrative methods for the purpose of achieving effective utilization of time and efficient operation of the environmental program.

Collaborates with other staff in maintaining a continuous program of public information.

Addresses civic and public groups and organizations.

Primarily responsible for Environmental Assessments, reports and grant writing on behalf of the Environmental Department.

SUPERVISION RECEIVED:

Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

SUPERVISION EXERCISED:

Direct supervision of environmental staff, including:

- Recycling Coordinator
- Other positions as added

JOB SPECIFICATIONS:

Work with special projects particular to Robinson Rancheria such as:

- Fee to Trust
- Wetlands Project

**MINIMUM EDUCATIONION, TRAINING, AND EXPERIENCE
REQUIRMENTS:**

Bachelors degree from a College or University with a minor of the equivalent (24 semester hours) in environmental issues, biological of physical sciences. Five years experience in the environmental field, at least one year of experience in an administrative or supervisory capacity. The appropriate amount of experience can be substituted for education.

CONDITIONS OF EMPLOYMENT:

- 90 day probationary period – benefits after 60 days
- Must have vehicle, valid California's driver's license and insurance
- Pass drug screening upon hire
- Random drug testing throughout duration of employment
- Per the Personnel Policies and Procedures, the job will be made available in house to current employees of Robinson Rancheria first. If there is no qualified employee, the job will be made available to the community at large.

Applications and job description are available at the Tribal Administration Office or fax resume and cover letter to the attention to Kenya Anderson, Tribal Administrator at 707-275-0235.

Preference will be given to qualified Native Americans pursuant to section 7 (B) of Public Law 93-63 8.