



COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

POSITION DESCRIPTION

TITLE: Natural Resources Director

PURPOSE: The purposes of this position include: (a) developing the capacity of CATG and its member villages to plan and implement regional and village based environmental strategies in the Yukon Flats Region, and; (b) managing wildlife, fisheries, and forestry programs within the region. The incumbent is supervised by the CATG Executive Director and is expected to work independently.

MAJOR DUTIES AND RESPONSIBILITIES:

- Staff, maintain and develop the CATG Natural Resources Department.
- Coordinate with private, State and Federal agencies in the management of natural resources within the CATG traditional/cultural area.
- Draft ordinances and policies for consideration by the CATG and the Tribal Councils of the Yukon Flats for the environmental protection and subsistence management of the lands within the CATG traditional/cultural area.
- Prepare grant applications and cooperative agreements to enhance and expand the services of the CATG Natural Resources Department.
- Provide technical support to the tribes of the Yukon Flats to develop community based Natural Resources Department Work Plans.
- Identify and access resources to implement regional and village plans and strategies.
- Monitor progress of community plan implementation and offer continuing assistance.
- Work with CATG Natural Resources Department staff and other agencies to develop workshops designed to enhance the natural resources and environmental management capacity of tribal governments in the Yukon Flats.
- Enlist village participation from planning to implementation for any workshop or training session held in their community.
- Participate in village based training sessions and workshops.
- Report monthly activities at CATG Director's meetings.
- Work with CATG Natural Resources Department staff to disseminate information concerning changes in laws, regulations and policies affecting the natural resources and environment within the CATG traditional/cultural area.
- Review all project information and technical data to insure accuracy and proper detail.
- Conduct classroom and career fair presentations to involve and encourage student participation in natural resources projects and issues.
- Submit monthly narrative reports and program grant reports to Executive Director addressing progress on each objective of the CATG Natural Resources Department.
- Has full supervisory authority over Natural Resources staff.
- Represents the Natural Resources Department during budget development and other program planning activities.

- Travel extensively within the Yukon Flats Region, within Alaska, and to other states.
- Performs other related duties.

QUALIFICATIONS:

- Bachelor of Science degree from an accredited college with a major in the sciences or Natural Resources Management plus one year of professional administrative experience.
- High School Diploma/G.E.D. with three years work experience and continuing education in Environmental Program development, Natural Resources Program development and Program Administration and/or Project Administration.
- Experience as a traditional hunter, fisherman, or trapper.
- Grants writing experience
- Computer skills using word processing, spreadsheet, and database software.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Indian tribes, their cultures and governments and the laws under which they operate.
- Knowledge of Federal and State agency programs available to assist tribes in developing their capacity to manage environmental programs.
- Knowledge of and familiarity with one or more environmental concerns such as fish and wildlife, natural resources management, forestry, water quality, hazardous waste, oil and other chemical pollution, water and sewer systems management, air quality and other potential threats to the health and livelihood of tribal members in the Yukon Flats.
- Organization and facilitation skills to convene community meetings and to bring diverse groups together to work cooperatively in a positive environment.
- Supervision and training of others.
- Technical data analysis skills.
- Oral and written communication.
- Grants writing.

OTHER:

- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Experience working with or for an Indian tribe or tribal organization is preferred.
- As a Federal Contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random anonymous testing thereafter.

<p>Title: Natural Resources Director Location: CATG Region Supervision: Executive Director Classification: Part-Time (4 hrs) NO Benefits Salary: DOE Approved (Initials): _____ Date: _____</p>
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