
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Environmental Planner (Administrator)

Reports To: Deputy Director of Natural Resources, or designee

Assigned Office

Location: Department of Natural Resources (DNR), Orleans, CA

Supervises: Coordinators, Specialists, Natural Resources Technicians, and volunteers as assigned

Classification: Full Time, Exempt, Regular

Salary: \$65,811 - \$81,952 /yr. DOE

Summary: Under the supervision of the Deputy Director of Natural Resources (or designee), the Environmental Planner works to support the development of projects requiring environmental review. The Environmental Planner will serve as task manager and contributing author for California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents for stand-alone and collaborative projects undertaken or otherwise co-led by the Karuk Department of Natural Resources (KDNR). Works with program managers, contractors, agency personnel and collaborative partners, the Environmental Planner is central to progressing the co-stewardship and co-management frameworks of our collective future throughout the Karuk Tribe's area of influence.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources, Telephone (530) 493-1600 ext. 2038 / 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

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Responsibilities:

1. Coordinates the planning of tasks and project delivery schedules, handles logistics, disseminates and maintains related information and resources, assists with budget tracking and invoicing,
2. Schedules, organizes, and facilitates meetings with staff members, contributors, interdisciplinary team members, and partners to make progress toward task completion, while responding to questions about assigned tasks for planning projects.

3. Supports the development, coordination, and implementation of related KDNR grants, agreements, contracts, and compacts as assigned.
4. Communicates effectively with staff members, contributors, interdisciplinary team members, and partners and be polite and maintain a priority system in accepting other position related job duties as assigned.
5. Maintains protected confidential datasets and develop record keeping system when distributing culturally sensitive data following Tribal data sovereignty guidelines.
6. Available for local and out of the area travel as required. Attends all required meetings and functions.
7. Is polite and maintains a priority system in accepting other position related job duties as assigned.
8. Supervises KDNR Coordinators, Specialists, Natural Resources Technicians, volunteers and youth, as assigned.
9. Other duties as assigned.

Qualifications:

1. Demonstrates critical thinking and problem-solving to evaluate, select, and adapt standard techniques and procedures in the development of environmental compliance and planning documents.
2. Exhibits ability to manage time well and work under stressful conditions with an even temperament, and to manage multiple responsibilities and deadlines while working on a team or independently.
3. Demonstrates ability to communicate clearly and effectively, and to understand and follow oral and written instructions.
4. Displays ability to establish and maintain harmonious working relationships with other employees, stakeholders across multiple organizations, and the public.
5. Demonstrates ability to work with Native American people as well as researchers, educators, agency personnel, and the greater community in culturally diverse environments.
6. Demonstrates baseline knowledge of safe work practices and maintaining a safe and secure work environment.
7. Demonstrates success in managing grant awards and/or tracking deliverables preferred but not required.

Requirements:

1. Experience and/or education:

- a. Bachelor's degree in Natural Resources, Native American Studies, Environmental Planning or Studies, Public Policy, Environmental Science, Environmental Planning, Forestry, Ecology, English, Political Science, or related field and four (4) years related work experience, with 2 years supervisory experience; or
 - b. An equivalent combination of education and related experience will be considered.
2. Must have experience completing environmental assessment tasks for CEQA, NEPA, and environmental planning projects.
3. Must have a basic understanding of tribal sovereignty, as well as a high respect for and fundamental understanding of Indigenous cultures, preferably that of the Karuk.
4. Must demonstrate understanding of policy planning, land use permitting, and environmental regulations and processes.
5. Must demonstrate skills in professional writing and editing.
6. Must be proficient in the use of Microsoft Office professional suite (including Microsoft Excel and Word) and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
7. Must be proficient in the use of shared filing and organization systems (e.g. Box).
8. Must be able to complete required training, meetings and functions as requested, and maintain a set work schedule.
9. Must be effective, efficient, productive and timely in producing and delegating assigned work products while working in a remote environment as needed while maintaining data security at all times.
10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must adhere to the policies and procedures of the Karuk Tribe.
12. Must successfully pass a pre-employment drug-screening test and be willing to submit to a criminal background check.

Physical and Environmental Requirements: None specified

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: September 11, 2024

Employee's Signature: _____