
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

(Internal Posting)

Title: Deputy Director of Natural Resources

Reports To: Director of Natural Resources and Environmental Policy

Location: Department of Natural Resources, Orleans In-Person / Hybrid Remote with approved & signed agreement

Supervises: Manager/Coordinator level positions as assigned

Salary: Starting at \$86,673.60-\$113,360.00, DOE

Classification: Regular, Exempt, Full-Time

Summary: The Deputy Director of the Karuk Department of Natural Resources (DNR) receives direct supervision from the Director of Natural Resources and Environmental Policy (Department Director). The position primarily assists Department Directors in the oversight of departmental branch functions as assigned. Position covers director review and approval processes as assigned. Provides departmental leadership, supervision, support and guidance to multiple program managers simultaneously. Serves as primary departmental point of contact for formal and informal consultation processes as assigned. Maintains communications with program managers and helps coordinate dialogue among departmental leadership for efficient and effective day to day operations in the identification of and in carrying out short- and long-term strategies.

Application Deadline: April 1, 2024 by 5:00 pm

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 Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

Department of Natural Resources
39051 Highway 96
Post Office Box 282
Orleans, CA 95556
Phone : (530) 627-3446
Fax: (530) 627-3448

Karuk Tribe



Orleans Medical Clinic
325 Asip Road
Post Office Box 249
Orleans, CA 95556
Phone: (530) 627-3452
Fax: (530) 627-3445

Administrative Office

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

POSITION DESCRIPTION

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Responsibilities:

1. Ensures that job duties, actions and associated travel support the incorporation of traditional Karuk principles and practices are incorporated into departmental action and partnership endeavors.
2. Assists with departmental capacity building and restructuring as needed with an eye toward increased efficiency and effectiveness in progressing the department's mission.
3. Supervises select managers and/or coordinator level positions as assigned.
4. Participates in priority government-to-government consultation and coordination processes that are relevant to the Department Mission, as assigned.
5. Provides oversight and guidance in working with legal, academic, Non-Governmental

Organization (NGO), and other available support in developing and carrying out departmental goals and objectives.

6. Assists the Department Director and Administrative Staff in policy interpretation for the development and implementation of grants, agreements, and intergovernmental correspondence as required.
7. Attends priority meetings, conferences, symposia, interviews, etc., which have relevance to the acquisition or dissemination of knowledge/information or otherwise performing networking functions as related to departmental goals and objectives.
8. Maintains communication and coordinates with Tribal, Agency, community groups, and NGO partners as prioritized for achieving departmental goals and objectives as assigned.
9. Participates on select committees, boards, and/or intergovernmental forums, as appropriate to progress the department's mission and priorities as assigned.
10. Fills capacity gaps in departmental projects/activities as required to maintain reportable functions and ensure adequate funding is secured to meet short and long-term needs.
11. Serves as departmental principle with signatory authority in the absence of the Department Director as assigned.
12. Maintains a priority system in accepting and/or delegating additional duties as assigned.

Qualifications:

1. Has the ability to work effectively with Tribal people, Agency personnel, and non-governmental partners in culturally diverse environments.
1. Has the ability to manage time well and work under stressful conditions with an even and consistent temperament.
2. Has the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Must have extensive knowledge of government-to-government, external and internal communications, and management processes.
4. Must have excellent communication, personnel management, delegation and supervisory capabilities.
5. Must be capable of providing oversight of grant and report writing, budget formulation, initiation of internal review processes, and submission requirements.
6. Must be proficient in the use of Microsoft Word, Excel, PowerPoint and be willing to learn other digital data management/processing platforms such as AirTable, Box, and DocuSign

Requirements:

1. Must meet the minimum preferred requirement of a Master's degree in Natural Resources,

Ecology, Forestry, Education, Political Science, Native American Studies, Business Administration, etc., plus 4 years' experience, with 3 years supervisory experience; or equivalent; equivalencies based on 2:1 ratio, 2 years of experience equals 1 year of education.

2. Must be proficient in working across a variety of program areas with a minimum of 4 years working in an intergovernmental/collaborative /interdisciplinary context while managing multiple projects simultaneously.
3. Must have extensive knowledge of Karuk cultural management principles and practices.
4. Must have ability to read and interpret laws, regulations, and policies relating to situations that may arise through intergovernmental communication and coordination.
5. Must have the ability to prepare budgets, track deliverables, write routine reports, grants, and correspondence.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
7. Must have extensive knowledge of government to government relationships and processes.
8. Must be willing to travel to meetings, workshops, training, and conferences as needed.
9. Must possess valid driver's license, have good driving record, and be insurable by the Tribe's insurance carrier.

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: March 12, 2024

Employee's Signature: _____