
Karuk Community Health Clinic

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

Karuk Tribe**Administrative Office**

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

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
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Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Title: Tributary Water Resources Coordinator

Reports To: Water Resources Coordinator

Location: Remote Work Station

Salary: \$39,000 to \$49,000 depending on experience

Classification: Full Time, Exempt, Non-Entry Level

Summary: The Tributary Water Resources Coordinator will be responsible for administering water quality programs on tributaries to enhance the quality of water flowing into and from the Karuk Tribe Ancestral Territory. The Coordinator will represent the Karuk Tribe in relevant meetings of Federal, State, and local governmental and non-governmental agencies that pertain to management and/or restoration efforts of the Scott, Shasta, and Salmon Rivers. The Coordinator will involve and inform other DNR staff members as needed to pursue the Karuk Tribe's goals and policies. The Coordinator will work with DNR staff members to develop organization and individual workplans and campaign plans as directed by the DNR Director.

Application Deadline: 5pm, February 07, 2014

Job descriptions and applications are available online at: www.karuk.us/jobs, or
Human Resources Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: lclegrove@karuk.us

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

POSITION DESCRIPTION

Title: Tributary Water Resources Coordinator

Reports To: Water Resources Coordinator

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Classification: Full Time, Exempt, Non-Entry Level

Responsibilities:

1. Shall be responsible for administering the Karuk Tribe's water quality related programs in tributaries to the Klamath.
2. Shall write water quality related grant proposals that will help to maintain and enhance the quality and quantity of tributary water flowing into and from the Karuk Tribe's Ancestral Territory.
3. Shall write water quality related work plans that reflect activities directly related to Tribal Water bodies and their improvement in water quality and quantity.
4. Shall write water quality related consultant contracts and scopes of work to help achieve the water quality goals of the Karuk Tribe.
5. Shall write water quality related progress and final reports to demonstrate the Karuk Tribe's progress in attaining Tribal water quality and water quality related goals.
6. Shall manage water quality staff. Shall coordinate field and office work for staff to ensure all grant deliverables are met.
7. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
8. Shall attend meetings, conferences and restoration site tours in tributaries to the Klamath and the greater basin.
9. Coordinate Karuk Tribe's participation in the California Department of Fish and Game Scott/Shasta Flow Study.

10. Other job related duties as assigned.

Qualifications:

1. Ability to work effectively within Tribal communities.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees, the public, and colleagues from other tribal, federal and state agencies.
4. Have the ability to understand and follow oral and written instructions.
5. Experience in water quality monitoring programs, standard water quality sampling protocols and complex stream flow and water quality models.
6. Working knowledge of tribal, federal and state laws that pertain to water quality including the Clean Water Act.
7. Must have knowledge and experience in natural resources processes.
8. Must have demonstrated ability to manage grant programs, work independently, and maintain grant related time schedules.
9. Must have knowledge and proficiency in use of ARC View and related GIS software.
10. Must have knowledge of pertinent water quality monitoring equipment, maintenance procedures, and quality assurance protocols.
11. Must have advanced skills in the assessment and interpretation of land uses and their relationship to water quality.

Requirements:

1. Must possess a Bachelor of Science Degree in Water Quality, Biology, Natural Resources or other related field.
2. Must possess at least five years of combined experience dealing with water quality related issues and watershed restoration.
3. Must have demonstrated supervisory skills or at least 2 years supervisory experience.
4. Must have knowledge of Karuk Tribal Traditions and demonstrated ability to work effectively with Native American people in a culturally diverse environment.
5. Must possess valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality policy.

7. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

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

Council Approved:

Chairman's Signature: _____

Employee's Signature: _____