
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

Internal Vacancy Announcement

Title: Water Quality Manager

Reports to: Director of Natural Resources and Environmental Policy, or designee

Location: Somes Bar Workstation, Somes Bar, CA

Classification: Exempt, Full-time, Regular

Salary: \$58,000 to \$70,200, depending on education and experience

Summary: The Water Quality Manager receives direct supervision from the Karuk Tribe's Director of Natural Resources or designee in the strategic and long-range planning of Karuk Tribal Water Quality Management. The Water Quality Manager will provide strategic leadership and direction for administering water quality programs to enhance the quality of water flowing into and from the Karuk Tribe Ancestral Territory. This position is responsible for leading, conducting, and collaborating on water quality monitoring and research within and above Karuk Ancestral Territory. This position also provides technical support and input to collaborative research, monitoring, and/or working groups for issues such as harmful algal blooms, fish disease, dam removal, and restoration, as well as a variety of state and federal processes including ground water, flow, TMDL's, and biological opinions.

Application Deadline: February 12, 2021 @ 5 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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Water Quality Manager

Reports To: Director of Natural Resources and Environmental Policy, or designee

Location: Somes Bar Workstation, Somes Bar, CA

Salary: \$58,000-\$70,200 annually, depending on education and experience

Summary: The Water Quality Manager receives direct supervision from the Karuk Tribe's Director of Natural Resources or designee in the strategic and long-range planning of Karuk Tribal Water Quality Management. The Water Quality Manager will provide strategic leadership and direction for administering water quality programs to enhance the quality of water flowing into and from the Karuk Tribe Ancestral Territory. This position is responsible for leading, conducting, and collaborating on water quality monitoring and research within and above Karuk Ancestral Territory. This position also provides technical support and input to collaborative research, monitoring, and/or working groups for issues such as harmful algal blooms, fish disease, dam removal, and restoration, as well as a variety of state and federal processes including ground water, flow, TMDL's, and biological opinions.

Classification: Full Time, Exempt, Regular

Responsibilities:

1. Shall be responsible for administering the Karuk Tribe's Water Quality Program within the Watershed Branch (Branch) of the Department of Natural Resources (Department).
2. Shall contribute to, guide, and write water quality related grant proposals that will help to maintain and enhance the quality of water flowing into and from the Karuk Tribe's Ancestral Territory.
3. Shall work closely with Department staff to achieve strategies that progress the short and long-term goals of the program.
4. Shall write water quality related work plans that reflect activities directly related to Tribal Water bodies and their improvement in water quality.
5. Shall write and administer consultant contracts and scopes of work to help achieve the water quality goals of the Karuk Tribe.
6. Shall write related progress and final reports to demonstrate the Karuk Tribe's progress in attaining Tribal water quality and related goals, and for briefing Department staff and Tribal Council on progress as needed.
7. Shall manage water quality staff. Shall coordinate field and office work for staff and manage workplans and associated timelines to ensure all grant deliverables are met.
8. Shall contribute actively in outreach opportunities that further the goals of the Program, as well as the overarching goals of the Branch and the Department.
9. Shall be available for local and out of the area travel as required.

10. Shall attend all required meetings and functions as requested.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
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 state and federal agencies
4. Have the ability to understand and follow oral and written instructions.
5. Demonstrated success in securing grant awards preferred.

Requirements:

1. Experience and/or education:
 - a. Must possess a Bachelor of Science Degree in Water Quality, Biology, Natural Resources or other related field and four (4) years' experience with two (2) years' supervisory experience; or
 - b. Master's degree in Water Quality, Biology, Natural Resources or other related fields plus 2 years' experience and 1-year supervisory experience.
 - c. An equivalent combination of education and related experience will be considered.
2. Must have knowledge of Karuk Tribal Traditions and demonstrated ability to work effectively with Native American people in a culturally diverse environment.
3. Must have demonstrated ability to manage grant programs, work independently, and maintain grant related time schedules.
4. Must have demonstrated experience in grant writing, budgeting and possess extensive technical writing/mathematic skills.
5. Must have knowledge and proficiency in use of ARC View and related GIS software.
6. Must have knowledge of pertinent water quality monitoring equipment, maintenance procedures, and quality assurance protocols.
7. Must have advanced skills in the assessment and interpretation of land uses and their relationship to water quality.
8. Must have the ability to operate effectively when assigned to a geographically remote work environment.
9. Must be responsible for using safe work practices, following directives, guidelines and procedures and assisting in maintaining a safe and secure work environment.
10. Must possess a valid California 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 history check.

Physical and Environmental Requirements: None specified.

Tribal Preference Policy: In accordance with the TERO Ordinance 92-0-01, 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 applications claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: February 23, 2017

Revised: February 8, 2021

Chairman's Signature: _____

Employee's Signature: _____