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**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

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Emergency Posting

## Vacancy Announcement

The Karuk Tribe is now accepting applications for:

**Title:** Water Resources Coordinator

**Reports To:** Director of Natural Resources

**Location:** Somes Bar Workstation

**Salary:** \$42,000 to \$52,000 depending on experience

**Summary:** The Water Resources Coordinator receives direct supervision from the Karuk Tribe's Director of Natural Resources in strategic long-range planning and implementation of Karuk Water Resources Management Programs. The Water Resources Coordinator shall be responsible for administering water resources programs to enhance the quality of water flowing into and from the Territory of the Karuk Tribe.

**Classification:** Full Time, Exempt, Non-Entry Level

**Application Deadline: 5pm Monday, March 3, 2014**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs), or Human Resource Manager, Karuk Tribe, P.O. Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: [colegrove@karuk.us](mailto:colegrove@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.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

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## POSITION DESCRIPTION

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**Summary:** The Water Resources Coordinator receives direct supervision from the Karuk Tribe's Director of Natural Resources in strategic long-range planning and implementation of Karuk Water Resources Management Programs. The Water Resources Coordinator shall be responsible for administering water resources programs to enhance the quality of water flowing into and from the Territory of the Karuk Tribe.

**Classification:** Full Time, Exempt, Non-Entry Level

**Responsibilities:**

1. Shall, under the supervision of the Director of Natural Resources, be responsible for administering all water resources related projects and programs of the Karuk Tribe.
2. Shall be responsible for development of water resources related applications and proposals that further efforts to maintain and enhance the quality of water flowing into and from the Territory of the Karuk Tribe.
3. Shall develop water quality related work plans that reflect activities directly related to Tribal Water bodies and their improvement in water quality.
4. Shall develop water resources related consultant contracts and scope(s) 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 resources related goals and objectives.

6. Shall manage and provide direct supervision of water resources program staff. Shall coordinate administrative and field work plans of program staff to ensure all program and project related deliverables are met in a timely manner.
7. Shall be available for local and out of the area travel as required for job related meetings and functions.
8. Other job related 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 independently 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 various tribal, federal, state, and local agencies.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess a Master of Science Degree in Water Quality, Biology, Natural Resources Management or other related field.
2. Must possess at least five years of combined experience in water quality, water resources management, watershed restoration or related field.
3. Must have knowledge of Karuk Tribal Traditions and demonstrated ability to work effectively with Native people and communities in a culturally diverse environment.
4. Must have demonstrated supervisory skills or a minimum of two years supervisory experience.
5. Must have demonstrated ability to manage and administer complex, multi-faceted projects and programs, and meet required schedule of deliverables.
6. Must have knowledge and proficiency in use of ARC View and related GIS software.
7. Must have knowledge of pertinent water quality monitoring equipment, maintenance procedures, and quality assurance protocols.

8. Must have advanced skills in the assessment and interpretation of land uses and their relationship to water quality.
9. Must possess a valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to confidentiality policy.
11. 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:** \_\_\_\_\_