



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Deputy Restoration Manager/Restoration Project Scientist
Lummi Natural Resources (LNR)
Watershed Restoration (WR)

**** EXTENDED ****

OPEN: April 21, 2016

EXEMPT: Yes

SALARY: \$25.09 to \$32.32 per hour DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: May 4, 2016

JOB CODE:

DIVISION: WR

DEPARTMENT: LNR

SUPERVISOR: Restoration Manager

VACANCIES: 1

JOB SUMMARY: Deputy Restoration Manager assists the Restoration Manager to provide administrative and technical support services to the LNR Department. Administrative duties may include program planning, grant writing, program and grant administration, budgeting and budget management, and staff coordination. Deputy will provide expertise in habitat assessment and restoration to the Watershed Restoration Program of Lummi Natural Resources Department. Position serves as a project manager for the Restoration Division by developing restoration plans, setting project priorities, permitting, and implementing projects that restore natural biological, physical, and chemical watershed processes in WRIA 01. Incumbent develops monitoring plans to evaluate attainment of restoration objectives. The position will conduct independent research and assessment on issues relating to recovery of natural watershed processes and the recovery of critical salmon stocks. Restoration Project Scientist presents findings in technical reports and oral presentations to policy, technical, and lay audiences.

As required due to the absence of the Restoration Manager, the Deputy will fulfill the essential job duties and responsibilities of the Restoration Manager and to act on his/her behalf. In this capacity, the Deputy may, in addition to the aforementioned duties, supervise, train, mentor, and lead junior staff; manage the environmental regulatory and analyses functions of a division; conduct or coordinate professional ecological or biological studies; provide regulatory assistance; serve as a policy analyst by providing interpretation of policy and technical reports; gather and analyze information to assist in developing recommendations and decision-making.

Applicant is required to provide a list of at least two funded proposals and/or two technical documents for which he/she is a primary author.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Work as part of the restoration team to conduct environmental assessments, set habitat restoration project priorities, and design, implement and monitor salmon recovery projects.
2. Perform the duties of a project manager for major restoration projects. Duties include: project budgeting, materials purchases, contract writing, contract management, permit applications, overseeing the work of LNR employees and contractors/consultants working on projects, report writing, restoration construction oversight, and overall responsibility for project schedule and quality.

3. Coordinate with other Natural Resources personnel to plan and lead a team in the conduct of independent research issues relating to recovery of natural watershed processes and the recovery of critical salmon stocks.
4. Perform program administrative duties including but not limited to: partner/agency outreach, develop funding agreements, and prepare and present LIBC resolutions.
5. Serve as main writer and editor for the preparation of restoration project grant applications.
6. Negotiate and manage grant contracts. Ensure deliverables are met, project reports are delivered according to timeline and projects are completed within budget.
7. Assist with acquisition of properties necessary for restoration. This includes outreach to both Lummi tribal and non-tribal members.
8. Prepare technical reports. Present study findings in short oral presentations to policy, technical, and lay audiences.
9. Plan, facilitate, and/or participate as technical staff in meetings or cooperative agency work groups.

As required due to the absence of the Restoration Manager, the Deputy shall also:

10. Manage the Restoration Division including development of strategic short and long-range plans, programs, goals, performance measures and objectives, program planning to meet department and division goals, budget planning and administration, reporting, and staffing.
11. In consultation with the LNR Executive Director and the Human Resources Department, hire staff members and manage performance including providing appropriate training, conducting regular performance appraisals, and administering corrective action if necessary.
12. Supervise and direct Restoration Division staff.
13. Assist policy staff with monitoring technical, legal, and political issues and drafting letters, papers, and press releases at local, state, and federal levels.
14. Determine techniques and procedures and/or perform field investigations or research projects, and prepare or supervise the preparation of management/research reports or proposals based on those activities.
15. Facilitate and coordinate cooperative planning in conjunction with other divisions, departments, outside governmental agencies, community resources, and other entities as required.

MINIMUM QUALIFICATIONS:

- Master of Science degree in ecology, biology, fisheries, or hydrology, *preferred*.
- **OR** Bachelors of Science in ecology, biology, fisheries or hydrology, plus 5 years of professional experience in environmental analysis, environmental planning, or fish or habitat management or research.
- 2 years of field experience in watershed and fish habitat recovery analyses and methodologies.
- 3 years of experience as a project manager for restoration projects, to include contract development and management, permit applications, and construction oversight.
- 2 years of Geographic Information Systems (GIS) experience.
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of estuarine ecosystems and restoration techniques.
- Experience working with Pacific Northwest salmon and other native fish populations.
- Experience in acquiring and protecting land for habitat preservation and restoration objectives.
- Experience in facilitating meetings with multiple stakeholders, including landowners, tribal governments, government (local, state and federal) agencies, and nonprofit environmental groups.
- Ability to work independently in the design and implementation of field studies under strenuous field conditions and coordinate field assessment teams.

- Ability to coordinate multiple projects; design and develop field studies; complete and write reports based on project results in a prescribed time period; communicate effectively with department staff, other governments, industry and the general public; provide technical direction to professional staff for complex or controversial projects; provide final review of technical reports; organize time effectively and to work beyond normal working hours when required to meet task objectives in a timely fashion.
- Computer background with experience using word processing, spreadsheet, database, presentations, GIS software, and the internet.
- Ability to coordinate multiple projects and to complete and write reports based on project results in a prescribed time period.
- Ability to organize time effectively and to work beyond normal working hours when required achieving task objectives in a timely fashion.
- Excellent oral and written communication skills, to include the ability to effectively manage and articulate project requirements with the restoration team, including contractors, engineers, planners, and restoration program staff.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must be physically able to work outdoors in inclement weather under strenuous conditions. Position requires hiking over difficult terrain for miles, and walking in and over streams with difficult footing, while carrying monitoring equipment. Position may require lifting (up to 50 pounds) of other equipment.
- Must maintain strict confidentiality at all times

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) Application: go to: <http://goo.gl/Bu5Vuv>
 For more information contact the HR front desk (360) 312-2023. Please submit an LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications please include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991. E-mail: libchr@lummi-nsn.gov