



EMPLOYMENT OPPORTUNITIES

Job Title: Director, Department of Environmental Quality

Closing Date: 04/13/2022

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 22-208-2

Job Type: Full-Time Regular (At-Will)

Department: Department of Environmental Quality

City: Sacaton, AZ

Location: 168 Skill Center Road

Area of Interest: Administration

Salary Type: DOE

Salary/ Hourly Rate: \$100,101 Salary

Tribal Driving Permit Required: Yes

(This position is considered "full-time regular status", the incumbent's employment with the Community is "At-Will" and termination of employment is not subject to the Disciplinary Grievance Procedure).

DISTINGUISHING FEATURES OF THE CLASS:

The Director is responsible for the overall direction, management, and operations of the Gila River Indian Community's Department of Environmental Quality, whose overall mission is to protect human health by maintaining and improving the quality of the environment in the area of air quality, pesticides, waste management, water quality, and wildlife. This position exercises considerable initiative and independent judgement in representing the Community within its assigned area of responsibilities, including frequent interaction with local and federal agencies. This position is responsible for protecting the Community's sovereign authority, ensuring compliance with the Community's environmental ordinances and federal regulations; establishes departmental policies, goals, and standards of work; financial management, including budget planning, development, monitoring, and record keeping; grants management, including grant writing, review, performance monitoring, and compliance; review and evaluation of departmental systems and programs.

ESSENTIAL FUNCTIONS:

- Communicate on all matters related to the department including but not limited to, operations, finances, procurement, compliance and enforcement, remediation activities, environmental matters, and personnel issues to the Community Manager, Executive Office, Committee and Council as directed using effective communication orally and written.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service; answer a variety of correspondence relating to operations, procedures, and related matters; and represent the Community and Department at various conferences and meetings as requested.
- Research, analyze, and resolve complex and/or highly sensitive environmental issues; coordinate investigations of and responses to hazardous material incidents; coordinate inter-governmental environmental activities and projects; represent the Community with the public, community groups,

professional organizations, local and federal agencies, regional and national organizations/workgroups/committees/advisory boards/etc.

- Formulate overall departmental operating budget; maintains records on all departmental projects and activities; authorize and approve departmental expenditures and contracts.
- Supervise, direct, and evaluate assigned staff through performance evaluations and establishing standards of performance and workflow for the department.
- Manage special projects and assignments and perform related duties by researching, analyzing, preparing reports/records, and proposing necessary changes.
- Prepare and oversee grant management (applications for funding, respond to grants, pre and post award activity and any reporting requirements); provide reports to the Governor regarding the financial and operational performance of funding agencies.
- Facilitate operational and strategic planning for the increased effectiveness of the department.
- Assure the establishment of a system of staff development including evaluations and individual training plans.
- Administer, maintain, and update employee personnel records, including ensuring supervisory/managerial staff are notified when employee performance evaluations are due.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of the Gila River Indian Community policies, procedures, and governmental structure.
- Considerable knowledge in legislative policy development and analyst at the Tribal, State, and Federal levels.
- Thorough knowledge of Indian Law.
- Thorough knowledge of the Community's environmental ordinances and policies.
- Thorough knowledge of USEPA environmental regulations and policies, including EPA Indian Policy.
- Thorough knowledge of supervisory techniques and management principles including policies and procedures.
- Thorough knowledge and understanding of economic, educational and social problems of Native Americans.
- Thorough knowledge and experience in successful grant management, writing and proposal preparation.
- Thorough knowledge of principles and methods of budget preparation and expenditure control.
- Ability to communicate effectively, both verbally and written.
- Ability to prepare reports and budgets.
- Ability to analyze environmental data, interpret findings, and prepare compliance and management reports.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the public.
- Ability to provide leadership and good judgement, maintain managerial control under extremely stressful conditions.
- Ability to supervise effectively and to plan and coordinate work of others, including a variety of unrelated work groups.
- Ability to work independently to maximize acquired skill and expertise to accomplish the essential functions, duties, and responsibilities for this position.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university in Engineering, Public Health, Natural Science, Physical Science, Environmental Science or a closely related field and nine (9) years professional experience in environmental programs and regulations which includes six (6) years of supervisory/management experience.
- Experience in Tribal government environmental quality programs preferred.
- Master's Degree preferred.

ADDITIONAL REQUIREMENT:

- Required to pass a background check.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Supervisory, Salaried Position

Reports to Assistant Community Manager or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**