



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## JOB DESCRIPTION

**POSITION TITLE: ENVIRONMENTAL PLANNER I**

**SUPERVISOR: ENVIRONMENTAL PROGRAMS MANAGER**

**SALARY: \$55,000-\$70,000 DOE/DOQ 1 FTE**

**NATURE OF WORK:** The Environmental Planner's duties shall focus primarily on providing policy & technical level assistance for the habitat division. The Planner will work with representatives of county, state, and federal government agencies who have natural resource regulatory authority in the Skokomish Tribe's Usual and Accustomed area to ensure that any and all projects being done will have minimal impacts to aquatic and terrestrial resources of significance to the Skokomish Tribe.

### **REPRESENTATIVE JOB DUTIES:**

1. Review and provide comments on County, State, and Federal permit applications relevant to the use and management of aquatic and terrestrial resources in the Skokomish Tribe's Usual and Accustomed area.
2. Review and comment on State Environmental Policy Act (SEPA) and National Environmental Policy Act (NEPA) documents.
3. Participate as directed in Tribal, County, State, and Federal government workgroups addressing land use planning, management, protection, and restoration. This shall include the formulation of alternatives designed to alleviate existing, and prevent future, degradation of habitat, water quality and water quantity necessary to protect and restore fish and wildlife habitat.
4. Participation and assistance in planning, review, and evaluation of in-stream restoration/enhancement projects or project management/implementation as directed.
5. Assist the Habitat Division with leveraging and securing sources of funding for habitat projects including grant writing and reporting.
6. Manage the Skokomish Environmental Protection Act (SKEPA) permit application processing.

### **MINIMUM QUALIFICATIONS:**

1. A master's degree with major emphasis in land use, environmental, or natural resource planning, or related field; or bachelor's degree in environmental science or related field and two years relevant experience.
2. Excellent writing skills.
3. Proficient in office software.
4. Familiar with the use of GIS technology.
5. Familiarity with tribal natural resource and fisheries issues
6. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.

7. Must be able to work in a team environment.
8. Strong organizational, communication and interpersonal skills preferred.
9. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

**Behavior standards:** Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Get along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

### **APPLICATION INSTRUCTIONS**

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

**JOB DESCRIPTION APPROVAL:**

CEO: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_