



Kashia Band of Pomo Indians - Stewarts Point Rancheria
Job Announcement



Job Title: Water Quality Specialist - I
Department: Environmental Planning
Supervisor: Environmental Planning Director
Classification: Full-time/Non-exempt
Salary: Based on Experience (\$41,600 – \$52,000)
Location: Santa Rosa Tribal Office/Tribal Lands
Closing Date: Open until filled

Position Summary:

The Environmental Water Quality Specialist will develop, plan, coordinate, and monitor Kashia Tribal water programs and activities. This position is responsible for development and management of grants relating to protection of waters significant to the Kashia Tribal land and people. Duties include preparing and monitoring program activities and program budgets. Other duties include the assistance and development of tribal youth environmental outreach activities. Additional tasks may include, but are not limited to, work relating to Kashaya Utility District, Wildlife Protection, Native Plants, Natural Resource Management, Coastal Monitoring, Environmental Policies, and other programs relating to the continuation of the Kashia Tribe.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Plans, develops, coordinates, implements, and monitors tribal water programs.
- Enters water quality data into STORET format.
- Develops working relationships with tribal members, and related organizations.
- Participate in local watershed meetings and engage with watershed groups.
- Develops and provides updates to the tribal Non-point Source Assessment and Management plan.
- Develops and provides updates to the tribal Quality Assurance Project Plan.
- Actively seeks funding for the continued growth of the tribal water program.
- Research and develop alternative funding sources to augment the Environmental programs..
- Develops and implements tribal approach to work relating to Endangered Species.
- Develops and implements tribal approach to protection of native flora and fauna.
- Develops and implements tribal environmental youth educational activities.
- Provide technical assistance to Kashaya Utility District.
- Responsible for development of grant reports and close-out documents.

Qualifications:

- Bachelor's degree in environmental science, engineering, or related discipline, and

- Four years combination of education or experience, which provides the skills necessary to effectively perform, the duties of the position.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Effective oral and written communication skills.
- Valid California Driver's License.
- Good physical condition to perform field duties.
- Ability to work independently, and effectively handle multiple assignments simultaneously.
- Ability to maintain confidentiality.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).

Desired Knowledge, Abilities, Skills, and Certifications:

- Experience working with GIS (ArcGIS and/or ArcGIS Pro).
- Experience working with Tribes/Tribal Environmental Programs.
- Experience/knowledge in wastewater and water supply systems.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; reach with hands and arms; and talk or hear. The employee occasionally is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is regularly performed both indoors in an office setting with a moderate noise level and outdoors where exposure to natural weather conditions and various dust and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening and/or weekend work may be required. Travel is required for training, meetings, conferences, presentations, and other events.

For more information, please contact Nina Hapner, Director of Environmental Planning (707) 591-0580 x 107, nina@stewartspoint.org.

Applications may be picked up at:

www.stewartspoint.org

Kashia Band of Pomo Indians of the Stewarts Point Rancheria
 1420 Guerneville Road, Suite 1
 Santa Rosa CA 95403
 (707) 591-0580

Applicants must submit a cover letter, resume, application and writing sample.

VETERANS AND INDIAN PREFERENCE WILL BE AWARDED TO THOSE WHO QUALIFY. ALL POSITIONS ARE SUBJECT

TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES