

Position: Environmental Director
Department: Office of Environmental Services
Supervisor: Tribal Administrator
Supervises: Environmental Technician, Environmental Specialist/Air Quality Specialist,
Environmental Specialist and Integrated Resource Management Plan (IRMP)
Specialist
FLSA Status: Exempt

Position Summary:

This position exists to develop and administer an Environmental Management Program for the Sac and Fox Nation. Responsible for the management and the administration of the Nation's Office of Environmental Services. Responsible for the planning and development of tribal environmental programs, laws, codes and regulations necessary for the enhancement of the Sac and Fox Nation's environmental regulatory infrastructure.

Duties and Responsibilities:

- Coordinates and initiates research relating to environmental laws, codes, and regulations specific to the Sac and Fox Nation. Works closely with the Nation's legislative and executive entities in the drafting and promulgation of tribal environmental laws, codes, standards, and regulations.
- Establish and maintain a database of technical information and expertise in the areas of environmental issues.
- Responsible for conducting environmental assessments pursuant to the National Environmental Policy Act and preparing required reports.
- Develop outreach programs and training forums for the community and staff to enhance tribal technical capability and capacity.
- Directs all aspects of the tribal environmental program including planning, development, operation management, evaluation and supervision of employees.
- Assists in the development, maintenance and evaluation of the Sac and Fox Nation Emergency Operation Plan and Environmental Emergency Response System, which is incorporated in the Sac and Fox Nation Emergency Operation Plan.
- Develop and maintain the use of GPS/GIS and QAPP, for the characterization of Sac and Fox Nation lands.
- Responsible for collecting information and/or conducting various inspections and evaluations related to environmental quality, disposal of hazardous and solid wastes, sanity and health conditions, protection of natural resources and similar environmental concerns.
- Directs the development of new programs and ensures continuation of existing programs.
- Represent the Sac and Fox Nation Environmental department internally and externally. (Tribal Meetings, RTOC, NTEC, etc.)
- Maintains close working relationships with state and federal environmental officials and other current and potential sources of funding.
- Reports to the Business Committee and tribal council on environmental policy matters and programs affecting the Sac and Fox Nation.
- Directs the preparation of technical program plans or specific areas of program plans for major

federal environmental grants. Prepare budgets, budget narratives, and proposal for grant applications. Prepare and submit progress reports and other reports as required.

- Serves as backup to all programs when Specialist is unavailable. This may include sample collection, maintenance, data entry or any tasks that require timely attention.
- Serves as the Nation's Quality Assurance Manager for the Office of Environmental Services Quality Management Plan. Responsible for coordinating all activities to accomplish this task; including all efforts to develop, plan, implement, direct, and revise that Quality Management Plan.
- As the Quality Assurance Manager, review all data generated by all programs.
- Performs other functions as assigned or necessary to improve the environment on the Sac and Fox Nation reservation.

Qualifications:

- A Bachelor's degree in a physical, natural or biological science, public health, environmental science or environmental health, Para-legal profession or related field and three (3) years of professional experience in one (1) of the above listed areas; OR an equivalent combination of education and experience. Experience in organization and public communications.
- Demonstrated ability to work with and communicate with public.
- Working knowledge of federal laws pertaining to Indian trust lands, and environmental codes; general knowledge of natural resources, public health codes and regulations, principles and practices of environmental quality, of preparation and review of environmental grant applications.
- Strong computer skills with the ability to learn new programs and prepare technical plans and reports.
- Technical background is essential to learn and operate a variety of office machines, analytical field equipment and software.
- A valid Oklahoma Driver's License is required.
- Must be able to travel 40% of time both locally and out-of-state on a regular basis.
- Indian preference. CDIB Card required.

Employee's Signature

Date

Supervisor's Signature

Date