



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Environmental Program Director
Department:	Delaware Tribe Environmental Program
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Operations Manager

GENERAL DESCRIPTION:

The Director of the Delaware Tribal Environmental Program is responsible for providing leadership and oversight to the department and its staff in order to protect the safety of Delaware citizens, employees, and lands.

QUALIFICATIONS:

- High School Diploma or GED: Bachelor Degree in a related field preferred, or 5 years field related work experience.
- Requires a high level of personal integrity and ethics
- Requires a high level of problem solving and organization skills

- Must have experience in website design and maintenance
- Requires willingness and ability to learn new skills, including travel to conferences and training sessions
- Requires ability to use Microsoft Office Suite programs
- Requires good interpersonal, communication and teamwork skills
- Requires a high level of confidentiality
- Requires excellent verbal and written communication skills
- Requires the ability to lift 80 lbs. or more
- Requires grant writing skills
- Must have clean driving record- required to drive departmental vehicle to meetings and/or training.

DUTIES AND RESPONSIBILITIES:

- Lead Delaware Tribal Environmental Protection Program to provide direction and oversight to staff
- Produce monthly, quarterly and annual reports as required
- Produce annual plan for the department for approval by the Tribal Operations Manager
- Responsible for developing new tribal environmental programs
- Responsible for developing tribal environmental capacity and assessing the feasibility of assuming jurisdiction for environmental programs
- Responsible for researching and writing proposals for new funding
- Implements and updates effective environmental policies
- Manages all required department Tribal and Federal reporting functions
- Serves as liaison with tribal, state, and federal agencies
- Other duties as assigned by Tribal Operations Manager

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.