



# **DELAWARE TRIBE OF INDIANS**

## **JOB DESCRIPTION**

**Position:** Director

**Department:** Environmental Protection Department

**Employment Status:** Regular

**Class:** Full-Time

**Location:** Bartlesville

**Immediate Supervisor:** Tribal Operations Manager

**Date Prepared:** 7/30/2013

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### **GENERAL DESCRIPTION:**

The Director of the Delaware Tribal Environmental Protection Department 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: Bachelors Degree (in a related field) Preferred

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 40 lbs. or more

Requires grant writing skills

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

**DUTIES AND RESPONSIBILITIES:**

Lead Delaware Tribal Environmental Protection Department and 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 Tribal and Federal reporting functions

Serves as liaison with tribal, state, and federal agencies

Other duties as assigned by Tribal Operations Manager