

PENOBSCOT NATION
TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applicants for the following position:

OPENING DATE: September 15, 2021

CLOSING DATE: September 28, 2021

Director of the Department of Natural Resources

JOB STATUS:

Director of DNR
Career Field/Category: Directors / B
Pay Range: \$28.20 - \$39.22 per hr.
Classification: Full Time, Exempt

LOCATION:

Penobscot Nation
NATURAL RESOURCES
27 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

Bachelor's Degree with a major in Forestry or another Natural Resources related field required; Masters preferred. Prior successful experience as a high-level leader (i.e. manager/director) in a similar environment preferred. Excellent interpersonal, verbal and written communications skills required. Self-direction, organization, motivation and attention to detail required. Computer proficiency required. Working knowledge of the budgeting process; proven ability to develop and administer a budget required. Ability to provide effective leadership and to maintain harmonious relationships in the department required. Ability to travel required. Current State of Maine Driver's License required.

Minimum of 3-5 years supervisory experience required.

Minimum of 2-3 years grant writing and grant supervisory experience required.

Indian Preference will be adhered to in accordance with Penobscot Nation Personnel Policies and Procedures.

-Applications are available at the Human Resources Office located at 27 Wabanaki Way, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or on line at www.penobscotnation.org or call 207-817-7312 to request applications be sent to you.

-Submit completed application on or before closing date to:

Attn: Penobscot Nation Human Resources
mailing: 12 Wabanaki Way, Indian Island, ME 04468
physical location: 27 Wabanaki Way, Indian Island, ME 04468

For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

Job Description

Job Title: Director of Natural Resources

Department: Natural Resources

Reports To: Tribal Chief

Rate OF Pay/Category: Director/B (\$28.20 - \$39.22 per hr.)

FLSA Status: Full-time, Exempt

JOB SUMMARY:

The Director of Natural resources is generally responsible for the administrative and program management duties of Forestry, Wildlife and Parks, Game Wardens, Air Quality Program, GIS Lab, Brownfields program, Fisheries and Wildlife Management, and Water Resources. The Director of Natural Resources must possess technical knowledge and skills in the areas of Forestry, Wildlife and Parks.

ESSENTIAL DUTIES/RESPONSIBILITIES

- ❖ Oversees departmental staff through conducting regular performance appraisals and in establishing appropriate action and developmental training plans using job descriptions and performance as a guide.
- ❖ Establishes departmental priorities and assumes responsibility for ensuring that all staff members are correctly and consistently administering the department's policies and procedures.
- ❖ Investigates any reports of neglect of duty by subordinates, developing and administering corrective action as appropriate.
- ❖ Assumes primary responsibility for Implementing and managing the Forest Management Plan.
- ❖ Assumes responsibility for the supervision of all cutting and planting of trees on all tribal lands and oversees the continued tribal Silva culture project.
- ❖ Assumes responsibility for the development, coordination and maintenance of a forest fire protection plan.
- ❖ Assumes responsibility for coordinating all efforts against forest diseases, harmful insects and establishes action plans accordingly to protect the total forest and environment.
- ❖ Assumes responsibility for coordinating all departments of the watershed plan within tribal lands.
- ❖ Assumes responsibility for the inventory, protection, conservation, use and development of those Natural Resources associated with Penobscot Nation's Territory.
- ❖ Provides for the completion of all reports on a timely basis as required for submission to the Tribal Chief and Tribal Council.
- ❖ Approves Tribal member Guide license applications.
- ❖ Approves Timber Sales on Trust Lands.
- ❖ Issues nuisance animal removal permits on Tribal lands.
- ❖ Approves spring and fall bear bait hunting sites.
- ❖ Approves purchase orders and check requests for all DNR programs.
- ❖ Approves cost sharing agreements with USDA/NRCS.
- ❖ Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.

- ❖ Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- ❖ Performs other related tasks, as requested.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS

Bachelor's Degree with a major in Forestry or another Natural Resources related field required; Masters preferred. Prior successful experience as a high-level leader (i.e. manager/director) in a similar environment preferred. Excellent interpersonal, verbal and written communications skills required. Self-direction, organization, motivation and attention to detail required. Computer proficiency required. Working knowledge of the budgeting process; proven ability to develop and administer a budget required. Ability to provide effective leadership and to maintain harmonious relationships in the department required. Ability to travel required. Current State of Maine Driver's License required.

Minimum of 3-5 years supervisory experience required.

Minimum of 2-3 years grant writing and grant supervisory experience required.

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PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, climb, pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in both an indoor and outdoor setting; some exposure to adverse weather conditions may occur.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request