

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

JOB DESCRIPTION

TITLE	PROGRAM MANAGER – SIWM SOUTHERN IDAHO WILDLIFE MITIGATION
DEPARTMENT	Fish & Wildlife
SALARY	\$28.31 G14/ S1-3 After Successful 90-day probationary period
CAREER STATUS:	EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

Accomplishes the Southern Idaho Wildlife Mitigation program's strategic objectives by planning, managing, monitoring, and evaluating the daily operation of all departmental functions and staff. Ensures the efficient and effective provision of Southern Idaho Wildlife Mitigation program's services to protect fish and wildlife habitat in perpetuity, including actions to acquire habitat, enhance existing habitat, and/or purchase conservation easements.

This position description may not include all of the listed duties, nor do all of the included examples encompass all tasks which may be found or assigned to this position.

SUPERVISION:

Reports directly to and is evaluated by the Fish & Wildlife Director.

DUTIES AND RESPONSIBILITIES:

- Implements the Southern Idaho Wildlife Mitigation memorandum of agreement and contract with the Bonneville Power Administration (BPA) in support of the Northwest Power and Conservation Council (NPCC) Fish and Wildlife Program.
- Identifies site-specific land acquisition, wildlife population and habitat acquisition, improvement projects, other mitigation projects through collaboration with landowners willing to participate in the mitigation program and developing partnerships with other agencies and organizations.
- Prioritizes mitigation projects for implementation based on available opportunities, cost effectiveness, and biological objectives in coordination with interagency work groups.
- Develops and implements habitat management plans for mitigation projects.
- Completes surveys and reports in compliance with federal regulations for acquisition of land in fee-title, conservation easements, land exchanges, or habitat enhancement projects including NEPA documentation, cultural resources, hazardous waste; and noxious weed surveys.

- Oversees operations and maintenance; monitors and evaluates activities on wildlife projects managed by the tribal wildlife mitigation program through the development and implementation of management plans; monitors programs and other wildlife habitat improvement documents.
- Provides technical representation of tribal wildlife directives in all applicable local, regional, and national wildlife forums.
- Builds community relationships, educates the public, and listens to public input by holding open meetings in which people can participate in the program.
- Supervises needed chemigation and/or mechanical treatments during habitat projects.
- Supervises Southern Idaho Wildlife Mitigation program's staff and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Increases staff effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining supervisors; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; integrating functional objectives; and providing and participating in educational opportunities.
- Hosts regular staff meetings to ensure communication among personnel regarding wildlife mitigation-related activities.
- Contributes to the Southern Idaho Wildlife Mitigation program's effectiveness by identifying short-term and long-range issues and goals that must be addressed; provides information and commentary pertinent to deliberations; recommends options and courses of actions; and implements directives.
- Achieves financial objectives of the Southern Idaho Wildlife Mitigation program by exercising control and implementation over the budgetary processes.
- Secures additional funding and grant monies for continuation and expansion of program services.
- Establishes and maintains effective working relationships with local, state, and national organizations, such as reservation residents, agricultural leaseholders, and other tribal departments.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Builds and fosters effective working relationships with others using tact and diplomacy.
- Prepares comprehensive and concise verbal and written reports, to assist Fish & Wildlife department leadership, for internal and external use.

Knowledge Skills Abilities

- Knowledge of traditional form of government and tribal customs and traditions.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements, including the Tribal Constitution; all existing and applicable codes, Executive Orders, and Council directives; and applicable federal and state laws regarding tribal operations and its sovereigns, reservation boundaries, and jurisdictions.
- Knowledge of federal regulations regarding acquisition of land in fee-title, conservation easements, land exchanges, or habitat enhancement projects.
- Knowledge of Native American Culture, treaty rights, traditional hunting & fishing areas.
- Knowledge of various metrics for habitat mitigation including: Habitat Evaluation Procedures, Habitat Suitability Indexes, and Ecological Benefits Index.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in contract and grant management.
- Ability to work long hours during adverse weather conditions.

- Ability to work independently and meet strict timelines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

Physical Demands

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands or arms; stoop, kneel, crouch, or crawl; climb or balance; and talk or hear. The employee occasionally is required to stand; lift up to 50 pounds. Close and long-distance vision ability is required.

Work Environment

Work is generally performed in an office setting with a moderate noise level. Regular outdoor work is required with occasional exposure to hazardous materials; dust, fumes, airborne particles, and/or allergens; excessive noise; hazardous/moving equipment or machinery. As such, use of protective clothing, equipment, devices, or materials is required. Travel may be required for training, meetings, conferences, presentations, and other events.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Wildlife, Natural Resources, or related field.
- Four (4) years of supervisory experience.
- A combination of relevant education and related work experience may be considered.
- Must obtain and maintain pesticide application certification.
- Must obtain and maintain ATV certification.
- Must obtain and maintain CPR and First Aid certification.
- Valid state of Idaho driver's license is required, with the ability to be insurable through the Tribe's insurance carrier.
- Must be able to successfully complete a background investigation.

Background Investigation Requirements

- Pre-employment drug screen.
- Personal reference check and employment verification. Employment history must demonstrate credibility and dependability.
- Federal, state, and/or tribal criminal history and sanction checks including fingerprint verification on required positions.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA:

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.