



# ORGANIZED VILLAGE OF KASAAN

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## **JOB DESCRIPTION** **NATURAL RESOURCES DIRECTOR** **Salary: \$45,000 – \$55,000 DOE**

### **I. SUMMARY:**

The Natural Resources Director will oversee the Organized Village of Kasaan's (OVK) Natural Resource Department. This position is classified as an exempt position and will include management responsibilities for 3-5 full time staff and additional seasonal workers. The Natural Resource Director will report directly to the Tribal Administrator.

### **II. DUTIES AND RESPONSIBILITIES:**

- Oversee and manage projects within the Natural Resource Department, ensuring that project objectives, budget and reporting requirements of funding agencies are met.
- Manage staff efforts on natural resource projects, including: Fisheries, IGAP program, Watershed and NEPA document preparation.
- Oversee all budgetary spending within the Department of Natural Resources and assure funding program requirements associated with funding agencies are met.
- Supervise Natural Resource Department personnel
- Assist OVK on establishing collaborative projects, acquiring funding resources to conduct projects and continuing to build the Natural Resources Department.

### **III. Required Knowledge, Skills and abilities:**

- Experience with supervising and managing a diverse staff
- A general understanding of natural resource programs.
- Ability to manage various natural resource projects within a small community
- Ability to track spending and produce budget reports.
- Ability to research and prepare successful grant proposals.
- Demonstrated ability to work independently and collaboratively.
- Demonstrated computer skills using Microsoft Office products.

### **IV. Minimum qualifications:**

A Bachelor's degree and/or a high school diploma with three years work experience in an administrative or management discipline. Additional education and trainings may be substituted for work experience on a year-to-year basis.

Native hire preference will be applied.

The Organized Village of Kasaan Policies and Procedures support a drug-free work environment and all Tribal employees are hired at will.

