

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
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JOB ANNOUNCEMENT

TITLE: Natural Resources Division Deputy Executive Director (NRD DED)

DEPARTMENT: Executive

SALARY: \$49.90 – \$60.46 Exec 10-12 DOQ

OPENS: May 6, 2024

CLOSES: May 24, 2024

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:

The Deputy Executive Director of the Natural Resources Division serves as a strategic leader responsible for overseeing the effective development, implementation, administration, and enhancement of the Natural Resources Division, including Fish & Wildlife, Water Resources, Tribal Department of Energy, Land Use, and Agricultural Extension. This role ensures alignment of division activities with the Shoshone-Bannock Tribes' laws, policies, and strategic goals.

SUPERVISOR:

Reports directly to and evaluated by the Executive Director, exercising substantial independent judgment in strategic decision-making and operational management. This role is key in mentoring and leading a team of department directors and is accountable for fostering an environment of collaborative governance and innovation within the division.

DUTIES AND RESPONSIBILITIES:

Strategic Oversight:

- Provide overarching leadership and strategic direction to the directors of Fish & Wildlife, Water Resources, Tribal Department of Energy, Land Use, and Agricultural Extension.

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- Ensure each department aligns with tribal laws, policies, and objectives, and works synergistically to achieve comprehensive natural resources management goals.
- Stay informed of emerging environmental issues, innovative management approaches, and technological advancements that can enhance division operations and goals.

Policy and Compliance:

- Maintain an understanding of tribal policies, committees, and commissions related to natural resources.
- Ensure that all departmental activities are compliant with tribal and federal laws, facilitating regular reviews and updates to policies and procedures.
- May assist in preparation and present reports to governmental committees, stakeholders, and the public on the status, challenges, and advancements in natural resource management.

Departmental Coordination:

- Oversee the integration of activities across all departments within the Natural Resources Division, ensuring that strategic initiatives are implemented effectively and sustainably.
- Coordinate with the Tribal Water Resources Commission, Land Use Policy Commission, Fish & Game Commission and other relevant bodies to ensure that departmental goals are met.
- Lead, mentor, and build capacity among division staff, fostering a collaborative and productive work environment.

Advisory and Liaison Functions:

- Assist and may serve as the primary liaison between the Natural Resources Division and the Fort Hall Business Council, articulating departmental needs and strategic directions.
- Provide expert advice and recommendations to the Executive Director on matters related to natural resource management and policy.
- Advise on and facilitate the resolution of complex issues involving natural resource management, community engagement, and intergovernmental relations.

Funding and Resource Management:

- Identify, advocate for and secure funding for natural resource initiatives through grants, partnerships, and legislative processes.
- Oversee the financial management of grants and contracts to ensure compliance with stipulations and efficient use of resources.

Administrative Functions:

- Supervises and conducts performance evaluations of the Natural Resource Division Department Directors.
- May assist the Executive Directors to conduct regularly-scheduled supervisor meetings or cover other meetings when needed.
- TRIBAL MANAGEMENT SYSTEM COMPLIANCE: The Deputy Executive Director ensures that departmental operations adhere to applicable regulations and Tribal Management System policies

regarding Personnel, Finance, Contracting, Administration, Records, Facilities, IT, and Property, taking corrective actions as needed.

- CONFIDENTIALITY: Strict confidentiality of all information, including records, reports, and conversations, is mandatory. A breach of confidentiality is subject to disciplinary action, up to and including dismissal.
- OTHER DUTIES AS ASSIGNED: Duties and responsibilities shall include other related activities as needed to carry out the position functions.

Performance Standards & Competencies:

- Demonstrates leadership, problem-solving, interpersonal relations, fiscal management, and team-building skills.
- Maintains effective communication and establishes robust working relationships.
- Adapts quickly to changes, working autonomously and with integrity.
- Projects professionalism and motivates staff toward achieving departmental and tribal goals.
- Responsible for modeling high standard of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes.
- Required as condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal government.
- Projects a professional attitude and appearance.
- Monitors and evaluates program performance and accomplishments; assesses overall effectiveness and efficiency and provides appropriate incentives, guidance.

QUALIFICATIONS:

Minimum Requirements (EXEC-10):

- Bachelor's degree from an accredited college or university in Environmental Science, Natural Resources Management, Biology, Ecology, Forestry, Geology, Environmental Engineering, Environmental Policy or related discipline; and
- Minimum of (4) years of progressive experience in a relevant field/position, of which at least (2) must have been in a supervisory capacity.
- Valid driver's license, insurable by the Tribe.
- Proven dependability and credibility in employment history.

Preferred Educational & Experience (EXEC-11):

- Master's degree from an accredited college or university in Environmental Science, Natural Resources Management, Biology, Ecology, Forestry, Geology, Environmental Engineering, Environmental Policy or related discipline; and
- Minimum of (3) years of progressive experience in a relevant field/position, of which at least (2) must have been in a supervisory capacity.

Preferred Education & Experience (EXEC-12):

- Doctorate degree from an accredited college or university in Environmental Science, Natural Resources Management, Biology, Ecology, Forestry, Geology, Environmental Engineering, Environmental Policy, Natural Resource Policy Analysis or related discipline; and
- Minimum of (2) years of progressive experience in a relevant field/position, of which at least (2) must have been in a supervisory capacity.

Testing and Certification Requirements:

- Obtain a Tribal Human Resources Professional (THRP) Certification within a year of employment.
- Obtain an IS-100 Introduction to the Incident Command System Certification within a year of employment.
- Obtain an IS-700 An Introduction to the National Incident Management System within a year of employment.

Additional Preferred Qualifications:

- Extensive knowledge of tribal and federal natural resource laws and policies, including NEPA, CERCLA, NAGPRA, and specific titles from the Tribes' law and order code such as Titles 11: Fish and Game, 22: Environment, Natural Resources, Health and Safety, 25: Land Use Policy Ordinance, 26: Agriculture, Livestock and Animals, and all other applicable titles.
- Demonstrated experience in tribal government operations or similar complex environments with multiple stakeholders.
- Proven ability to navigate complex political landscapes and work collaboratively with various agencies and community groups.
- Demonstrated knowledge of water resource management, energy policy, environmental protection and related fields.
- Strong leadership skills and experience in managing multidisciplinary teams and large-scale projects.
- Excellent verbal and written communication skills, with the ability to engage effectively with a wide range of stakeholders, including government officials, community leaders, and the public.
- Experience with strategic planning, policy development, and execution in a complex regulatory environment.
- Familiarity with legislative, regulatory, and legal frameworks related to natural resources and environmental protection. Furthermore, shall know when to consult with Tribal legal counsel for assistance.
- Must be a self-starter and be able to complete tasks in a timely manner. Must possess ability to work independently with little or no supervision.
- Must have experience managing federal contracts and grants and have working knowledge of the Indian Self Determination Act, as amended, P.L. 93-638.
- Must submit to pre-employment background check/be able to pass a background check, including:
 - Must never have been convicted of a felony (a withheld judgement shall constitute a conviction); and
 - have no misdemeanor convictions within the past year (12 months) in any jurisdiction; and
 - Must not have any pending criminal charges in any jurisdiction.

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