



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Director – Wichita Department of Environmental Programs

DEPARTMENT: Executive & Management Staff

LOCATION: WCD Building- Tribal Complex

REPORTS TO: Chief Operations Officer

JOB SUMMARY:

Director is responsible for the daily administration and overall operations of all grants/contracts and tribal funded programs within the Wichita Department of Environmental Programs (WDEP). Provides supervision to department staff.

CORE DUTIES AND RESPONSIBILITIES:

1. Shall be primarily responsible for overall management of the grant(s) by providing direct oversight of the daily operations, inclusive of fulfilling goals and objectives, as required by applicable grant regulations.
2. Composes and submits annual grant applications and proposals to funding agencies, also actively seeks and applies for funding from additional resources.
3. Responsible for developing and monitoring operating budgets and insures that expenditures are in compliance with grant regulations, inclusive of either Tribal Cash Match or In-Kind costs as applicable.
4. Prepares and submits mandatory progress, statistical, and narrative reports for all program components as required by the funding agency. Ensures financial reports have been submitted in a timely manner.
5. Supervises program staff and implements personnel functions including program specific training, evaluating work performance, and disciplinary actions.
6. Responsible for compliance with US Environmental Protection Agency (US EPA) grant/contract guidelines, law, regulations, and policies.

7. Responsible for compliance with Bureau of Indian Affairs (BIA) grant/contract guidelines, regulations, and policies.
8. Identify environmental tasks and responsibilities throughout the jurisdictional areas of the Wichita and Affiliated Tribes.
9. Oversees all activities involving environmental tasks in accordance with objectives set forth within the environmental programs.
10. Identify and initiate procurement procedures for the selection and employment of Consultants for technical assistance.
11. Establish a network to identify tribal resources available for environmental purposes. Establish an external network to identify non-tribal resources available for environmental purposes.
12. Oversee updates to the Quality Assurance Project Plan, Quality Management Plan, and Environmental Characterization to insure quality assurance guidance is being adhered to.
13. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a Bachelor's Degree in Environmental Science or related field from an accredited College or University. Every two years of supervisory or work experience in any environmental field, preferably with an Indian Tribe, will be substituted for one year of completed study.
2. Must have at least four (4) years of experience in the administration and management of a tribal environmental program or related environmental program.
3. Knowledgeable of pertinent laws, policies, procedures and regulations in accordance to US EPA and BIA guidelines
4. Prefer previous experience in grant and budget management.
5. Have the ability to research and become knowledgeable of Federal/State environmental laws, policies, and regulations applicable to the program.
6. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding grant/contract, program, and personnel matters.
7. Be computer literate and able to operate software for letter processing and spreadsheets.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather

conditions. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. The employee must frequently lift, carry, and move more than 25 pounds.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Indian Preference applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

CHIEF OPERATIONS OFFICER

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.