



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Deputy Director of Natural Resources

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

Or via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

**Ensure your Application contains:**

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Driver's License
5. Tribal Enrollment Verification
6. Credentials
7. Certification(s)
8. Diploma(s): High School, College
9. Unofficial Transcript(s)
10. Writing Sample(s)

***NOTE: Incomplete applications will not be considered.***

Position: **Deputy Director of Natural Resources**  
Supervisor: **Director of Natural Resources**  
Location: LaPush Washington  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E (\$43.68 - \$46.62) (hourly wage)  
Closes: **Open until filled**

### **POSITION SUMMARY:**

The Quileute Natural Resources Deputy Director has the overall responsibility of assisting the Director in management of personnel and their activities within the program. The Deputy Director ensures that all activities within the program are in accordance with the Quileute Tribal laws, policies and ordinances. This position is responsible for assisting in implementation and activation of a number of programs that are to perform as outlined under Article II Section 201 of the Scope of Bureau Programs to be performed under the P.L. 638 contract and codes.

These programs are to be in accordance with U.S. v. Washington Civil 9213 and are to be operated under the following sections;

A) Operate a Fisheries Management Program (Technical Services Division) in areas both on and off reservation by administrative and scientific means, using the best biological methodologies for collection of data, analysis of information, coordination with other fisheries agencies, and overall direction of fisheries personnel that shall result in resource stability by use of production strategies and enhancement to the Quileute Tribes' fisheries resource.

These efforts may include such activities as a review of existing resource needs, budgeting, planning, representation of specific tribal interests, providing recommendations for future activities through improved management techniques, habitat protection and restoration, as well as harvest data analysis which shall be used to assist the Quileute Tribal policy members and co-managers in making wise use decisions regarding the harvest of the resources.

B) Operate a Fisheries Enforcement Division to protect the resource and enforce all tribal codes and regulation pertinent to fisheries. The enforcement division will also maintain an enrollment division for the enrollment and registration (I.D. cards) of qualified tribal members as outlined under the Quileute Tribal Constitution and By Laws.

Quileute Fisheries Management operates its overall program basically through General Administration, Central Management, Policy Services, Division, and Technical Services Division.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- The Quileute Natural Resources Deputy Director has the responsibility of assisting in the management of personnel and their activities within the program.
- Help to ensure that all activities within the program are in accordance with the Quileute Tribal laws, policies and ordinances
- The Deputy Director assists in implementation and activation of a number of programs that are to perform as outlined under Article II Section 201 of the Scope of Bureau Programs to be performed under the P.L. 638 contract and codes.
- Assists in oversight of all Natural Resource budgets and planning efforts.

- Assists in providing information and recommendations to the Natural Resource Committee on all natural resource matters and treaty rights issues.
- Engage and inform the Quileute Tribal Council on all treaty rights issues and natural resource matters along with and in absence of the Director.
- Participates in engagement and interaction with federal, state, private, and local jurisdictions and represents the Quileute Tribe as requested by the Quileute Natural Resource Committee and Quileute Tribal Council on all natural resource matters through written or verbal communications methods.
- Responsible for management of the department in the absence of the Director.
- Other duties as assigned.

### **WORK ENVIRONMENT:**

The functions of this position are primarily conducted in an office environment housed within the Quileute Natural Resource Department. Extensive overnight travel is required to attend meetings and conferences when requested.

### **PHYSICAL DEMANDS:**

The applicant must be able to perform under a high level of stress and have the mental capacity to always perform and conduct themselves in a professional manner. This job requires very little physical exertion.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Knowledge of principles, concepts, and practices of fisheries management at an advanced level.
- Safety and Security – Observes safety and security procedures. Determines appropriate action beyond guidelines. Reports potentially unsafe conditions. Uses equipment and materials properly.
- Demonstrated budgeting and supervisory experience.
- Knowledge and understanding of Tribal Governments and Natural Resources issues.
- Knowledge of Federal, State, and local laws, regulations, codes, policies, and procedures relative to the management of Natural Resources and the environment. Demonstrated organizational and planning skills.
- Knowledge of processes of tribal fisheries government, including legislative and administrative processes and the guiding principles and concepts underlying these processes.

## **QUALIFICATIONS:**

### **Required Minimum:**

- Bachelor's Degree and three to five year's related experience in fisheries and natural resource management.
- Agency requires that the successful applicant have a valid driver's license.
- Keen understanding of treaty rights of the Northwest (Stevens Treaty) tribes.
- Strong communication skills both orally and written.

## **SUPERVISORY RESPONSIBILITY:**

Yes

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Disclaimer:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

## **GENEROUS BENEFITS PACKAGE:**

- Employer paid medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

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