

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-078 **Issue Date:** 04-12-18 **Closing Date:** 04-25-18

Assistant DNR Superintendent
Department of Natural Resources
Hourly Wage: \$33.37-\$38.29 DOQ/Regular/Full-Time/Supervisory

As an assistant to the Superintendent, the incumbent is involved in planning, organizing, and directing various natural resources programs. Work is characterized by a wide variety of continuous projects and funding sources. Incumbent is responsible to develop plans that assure achievement of program objectives and operational goals. Prepares plans to modify procedures and existing guidelines as necessary to meet changing tribal conditions or goals. Work requires constant evaluation and definition of goals and objectives.

The Assistant DNR Superintendent is responsible for the DNR administrative and financial matters, and directly responsible for an annual DNR Administration budget that totals approximately 4 million dollars in tribal, state, and federal contracts, and is indirectly responsible for an annual budget designated for Natural Resources Programs totaling approximately 9 million dollars in tribal, state, and federal contracts.

Knowledge, Skills and Abilities:

- Knowledge of the duties and responsibilities of the Superintendent.
- Knowledge of 93-638 grant and contract regulations and compliance issues.
- Knowledge of policies and guidelines that govern the Forest Management Deductions and Fire Preparedness Operations.
- Knowledge of the Code of Federal Regulations (CFR) and how they apply to the Yakama Nation.
- Knowledge of the Personnel Policy Manual, Supervisor's Manual, Compensation Manual, and the Finance Manual.
- Knowledge of supervisory and management principles and practices.
- Knowledge of accounting theories and principles.
- Knowledge of tribal administrative policies and procedures.
- Knowledge of the Yakama Nation governmental organization.
- Knowledge of grant, contract, and purchasing policies and procedures.
- Knowledge and proficiency in computer use and database management, specifically Microsoft Office products including Word, Excel, PowerPoint, and Access.
- Ability to analyze extreme DNR personnel issues or situations and apply an effective course of action in accordance with existing policies and procedures.
- Ability to remain flexible to changes in assignments, situations, priorities, and handle frequent interruptions.
- Ability to work closely with all DNR staff to ensure a positive work environment.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, and the public.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.

General Recruiting Indicators:

- Graduation from a college or university with major coursework in Business Administration, or a discipline applicable to the requirements of this position, AND 4 years of progressively responsible experience relative to the duties and responsibilities of this position. OR,
- Substitute for education on a month-to-month basis, progressively responsible work experience relative to the duties and responsibilities of this position.

Special Requirements:

- Must pass pre-employment drug test.
- Must successfully pass pre-employment background check.
- Must have a valid Washington State Driver's License and ability to obtain Yakama Nation Drivers Permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.