

## Job Description

Position Title:	Environmental Planner
Department:	Natural Resources
Supervisor:	Environmental Action Plan Coordinator
Type:	Permanent Full-time, Exempt
Salary:	DOE

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### Introduction:

This is a staff-level position that requires a self-starter, an excellent team player and someone that works well both independently and in a closely supervised setting. This staff position will spend approximately half of the time tracking, coordinating and developing comments and responses to potential impacts of proposed projects, plans, policies, rules, regulations, etc. that may affect Tribal environmental and natural resources. The other half of the time will be spent identifying environmental and natural resources grant opportunities, writing grant applications, writing grant performance reports and ensuring grant compliance, including assisting with implementing grant objectives and tasks as needed.

### Essential Duties and Responsibilities:

1. Monitor publications and other information sources for proposed programs, policies, plans, rules, projects, etc. that may impact natural, environmental and/or cultural resources.
2. Create and update a database to track all proposed activities and Tribal comments/responses to proposed activities that may impact resources.
3. Coordinate development of Tribal comments regarding proposed activities that may impact resources, including coordination of site visits to proposed project sites and developing oral and/or written testimony and comments for submission to regulatory agencies.
4. Organize and facilitate quarterly projects coordination meetings within the Tribe.
5. Identify environmental and natural resources grant opportunities.
6. Write grant applications for environmental and natural resources grant opportunities.
7. Write grant performance reports and track grant compliance.
8. Assist in implementing grant objectives and tasks as needed.
9. Other duties as needed or assigned.

### Desired Qualifications:

1. Experience working for an Indian tribe(s).
2. A Master's degree in environmental science, natural resources, environmental, bioregional or natural resources planning, landscape ecology, conservation biology, or a related field.
3. An environmental planning certificate from the American Institute of Certified Planners (AICP CEP).
4. Strong ArcGIS, Adobe Acrobat Professional and SharePoint computer skills.

### Minimum Qualifications

1. A minimum of two years of professional experience in the field of environmental protection or natural resources (a Master's degree may be substituted for experience).
2. A minimum of a Bachelor's degree in environmental science, natural resources, environmental, bioregional or natural resources planning, landscape ecology, conservation biology, or a related field. If a master's degree is in one of the fields listed here, then the undergraduate degree may be in any field.
3. Knowledge of the environmental and/or natural resources field.
4. Knowledge of environmental research methods and techniques.
5. Knowledge of environmental and land use planning, especially NEPA.
6. Knowledge of construction impacts and methods for mitigation.
7. Knowledge of Indian tribes and ability to work in a multi-cultural setting.
8. Ability to work effectively with people.
9. Ability to multi-task and work well under deadline pressure.

10. Ability to communicate well orally and in writing.
11. Ability to utilize Microsoft Office software to word process, create spreadsheets, and develop presentations, etc.
12. Ability to analyze policy and proposed development projects and make recommendations to eliminate or mitigate impacts to Tribal resources.
13. Ability to travel for work, attend meetings on nights and weekends and work as needed to complete tasks on schedule.
14. Ability to work independently as well as under close supervision.

Supervision Received and Exercised:

Direct supervision of the position is provided by the Environmental Action Plan Coordinator. The Environmental Planner does not supervise any full-time employees. The Environmental Health Planner may assist other Environmental Programs Office staff in supervising summer youth employees on a seasonal basis.

Scope and Effect:

The scope and effect of this position is Reservation-wide and may include the aboriginal territory of the Tribe as it relates to environmental and natural resources.

Personal Contacts and Purpose of Contacts:

Personal contacts are primarily with Environmental Programs Office and Natural Resource Department staff, as well as other Tribal department and program staff as needed during position duties. Other contacts may include entities outside of the Tribe as directed by supervisor.

Physical Demands and Work Environment:

Physical demands for this position consist of being able to access any facility or location where there is a potential environmental problem on the Reservation or within the Tribe's aboriginal territory. This may include hiking off trail in steep and unsafe locations and carrying equipment that weighs up to 50 pounds. This position spends approximately 75% in an office environment and 25% in other environments such as the outdoors.

Other:

Must not have been convicted of a felony involving dishonesty within the past five years.

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy.

Applicants are subject to a pre-employment drug test and at-random testing following employment.

Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, submit an application, resume, writing sample, three letters of reference and college transcripts to: Human Resources Department, P.O. Box 408, Plummer Idaho 83851 or fax to 208/686-6216. For more information, visit our website at [www.cdatribe-nsn.gov/hr.shtml](http://www.cdatribe-nsn.gov/hr.shtml) or call 208/686-4068.