



THE COQUILLE INDIAN TRIBE

Complete application packet should comprise of:

- Cover Letter
- Coquille Tribe Employment Application
- Resume
- Unofficial Copy of College Transcripts, if applicable

Job Title: Forest Manager
Department: Natural Resources
Reports to: Natural Resources Director
FLSA Status: Exempt
Salary Grade: \$30.70 to \$49.89, DOE
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Natural Resources Director, the Forest Manager (FM) provides management and expertise related to the core functions of the Natural Resources Department including timber sales, forest management, water resources, fish and wildlife, planning, and regulatory compliance (ESA, NEPA, CWA, CAA, NIFRMA, etc.). The FM provides leadership of the Department's forest management program including silviculture, timber sale planning, layout, marketing, contract development, and administration. The FM supervises all forestry staff, and plays a supporting role to non-forestry staff. The FM has forestry related budget responsibilities, and provides input on non-forestry budgets as requested by the Natural Resources Director. The FM provides input to develop standards, protocols and conventions related to the management of geographic information system (GIS) and global positioning systems (GPS) databases related to forest management activities and analysis. The FM performs the majority of job functions independently with regular guidance from the Natural Resources Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides leadership and direction to forestry staff in addressing forest management tasks including but not limited to; planning, establishing guidelines and performance expectations, providing feedback and evaluating performance. Provide advice, counsel, and/or instruction to staff and conduct corrective action as appropriate. Ensures that forest management functions are planned, implemented, and follow up documented in accordance with applicable laws, regulations and policies and that full compliance with funding sources is achieved.
2. Coordinate the design and implementation of forest management actions with appropriate departments for utilization of natural resources. Specifically, silviculture, timber sale layout and administration including traversing, timber cruising, roads layout, contract writing/administration, log scale accounting, and latest safety measures. May serve as Officer in Charge for BIA approved timber sales and reviews and inspects Tribal timber sale areas as needed

as directed by the Natural Resources Director to ensure adherence to applicable forestry laws, regulation, practices and procedures, certifications and compliance with sale terms.

3. Assures that appropriate GIS/GPS and associated forestry related data is collected and forwarded to GIS staff for inclusion in corporate databases. Works with GIS staff to assure appropriate data collection tools, training and support are developed and provided for staff.
4. Responsible for the development, implementation, and overall management of forest management budgets with oversight by the Director to ensure priorities are consistent with Tribal Council goals for management of Tribal natural and cultural resources. Ensures that all program areas are prioritized by assessing budget and workflow to best utilize staff and financial resources.
5. Assures that all forest management requirements under the National Indian Forest Resource Management Act, 25 CFR, Oregon Forest Practices Act, Indian Trust Asset Reform Act, Indian Trust Asset Management Plan, and the Forest Stewardship Council certification are met.
- 6.
7. Coordinates forest management related correspondence with the Bureau of Indian Affairs; secures official signatures as directed.
8. Maintains ongoing contact and involvement with other governmental bodies, interagency committees, advisory groups, intertribal organizations, academic institutions, watershed councils, and private sector entities as necessary to share knowledge about Forest Management issues of common interest. Seeks mutually beneficial solutions to problems and provides input relating to Tribal interests and concerns.
9. Reviews and comments on proposed State and Federal laws and administrative rules, as directed.
10. Writes grant applications and reports related to natural resources program activities. In accordance with established protocol, monitor grant work accomplishments and evaluate success in achieving required deliverables and outcomes.
11. Coordinates wildfire protection, insects, disease and noxious-weed control activities and law enforcement actions related to protection of forest resources.
12. Participate as directed with the Natural Resources Committee to provide an overview of forest management programs and support committee objectives as necessary.
13. Presides or acts in the absence or unavailability of the Natural Resources Director and shall perform on his behalf such duties as may be delegated by the Executive Director.
14. May serve on the Sek-wet-se Corporation Board of Directors.
15. Performs other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
5. Working knowledge of: Oregon Coastal timber species, timber cruising, scaling and grading rules and procedures, forest terminology, mapping and the use of aerial photographs.

6. Knowledge of skyline analysis and road design programs, and computer aided mapping programs.
7. Working knowledge of federal and state regulations and policies applicable to management of Indian trust lands and natural resources a plus (i.e., those associated with the Environmental Protection Agency, Endangered Species Act, Oregon Forest Plan, National Environmental Policy Act, , National Historic Preservation Act, etc.)
8. Knowledge of federal agency administrative and regulatory policies (e.g. Bureau of Land Management, Forest Service, etc.).
9. Knowledge of economic principles and marketing strategies for the commercial sale of forest products and other natural resources commodities.
10. Knowledge and skill in performing department-level administrative functions, including personnel and budget management, procurement, preparation and administration of contracts, grants and agreements and program evaluation and reporting.
11. Ability to establish and maintain effective working relationships with other employees, public agencies, consultants, contractors, other Tribal governments, and the public.
12. Knowledge of Bureau of Indian Affairs programs, policies and procedures, and budgeting process.
13. Knowledge and experience with GIS and GPS software and data collection.
14. Knowledge of natural and cultural resources.
15. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
16. Knowledge of and experience with logging systems, silviculture, vegetation management, and pre-commercial thinning, fire protection and Rx Fire concepts.
17. Ability and working knowledge necessary in the use of forest inventory and surveying tools
18. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations.
19. It's estimated that 25-30% of work time will be spent in the field.

PHYSICAL REQUIREMENTS

The physical ability to stand, sit or walk frequently. The physical ability to traverse steep slopes and difficult ground conditions for extended periods of time. The physical ability to drive vehicles, with either standard or automatic transmissions, for up to 2 hours or more per day. The physical ability to use both hands for frequent fingering and occasional simple grasping. The physical ability to frequently carry up to and including 25 pounds of weight for distances of up to 2 miles in various weather conditions and across various surfaces. The physical ability to rarely carry over 25 pounds of weight for distances up to 50 feet in various weather conditions and across various surfaces. The physical ability to occasionally lift up to and including 50 pounds of weight between the floor and the waist. This weight will be constituted by the following items, but not limited to them: equipment, tools, firefighting tools, etc. The physical ability to work on uneven surfaces continuously. The physical ability to work outdoors in all temperatures and weather conditions. The physical ability to work around loud and constant noise continuously. The physical ability to tolerate required personal protective equipment such as safety/fire boots, work gloves, safety glasses, ear protection, safety vests, hard hats, and face shields.

MINIMUM QUALIFICATIONS

1. A Bachelor's of Science degree with a major field of study in Forest Management, with a minimum of three years administering Forestry programs, project and providing technical expertise directly related to management of Forest resources is preferred. An Associate's degree in Forest Management with a minimum of 10 years professional work experience may be considered.
2. Excellent oral and written communication skills, including technical, regulatory and policy writing skills desired
3. Strong awareness of stewardship of natural and cultural resources required.
4. Proficiency in the use of computer applications such as word processing, spreadsheets, databases, FPS, ArcGIS, RoadENG, and SuperACE required.
5. Working knowledge and ability regarding GPS/GIS hardware and software applications generally used in management of lands and natural resources required.
6. Ability to establish priorities and manage a wide variety of projects simultaneously required.

7. Detailed knowledge of federal and state regulations and policies applicable to management of Indian trust lands and natural resources (i.e., those associated with the, National Indian Forest Resources Management Act, 25 CFR, Endangered Species Act, Oregon Forest Practices Act, National Environmental Policy Act, National Historic Preservation Act, etc.) preferred.
8. Knowledge of BIA programs, policies and procedures, and budgeting processes preferred.
9. Experience with management of Indian trust natural resources preferred.
10. General knowledge of Tribal governments, the concepts of Tribal sovereignty and federal trust responsibility and Tribal ordinances and policies affecting natural resources management desired.
11. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.