



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way  
Office of Human Resources  
Pendleton, OR 97801

## **POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	Vegetation Management Specialist
<b>SALARY:</b>	Pay Range 8 \$48,311.76 to \$86,769.48 annual DOE/DOQ
<b>DEPARTMENT:</b>	Department of Natural Resources, Range, Agriculture, & Forestry program
<b>LOCATION:</b>	Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
<b>EMPLOYMENT STATUS:</b>	Full Time with benefits package Exempt
<b>SUPERVISED BY:</b>	Restoration Ecologist
<b>OPENING DATE:</b>	June 12, 2025
<b>CLOSING DATE:</b>	July 11, 2025

### **CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

### **GENERAL STATEMENT OF DUTIES**

The Range, Agriculture and Forestry programs are responsible for the sustainability of range, agricultural and forest resources on allotted, Tribal trust and Tribal fee lands for the Confederated Tribes of the Umatilla Indian Reservation. The Rangeland Management Specialist contributes to development and implementation of activities and functions to carry out provisions of the American Indian Agricultural Resource Management Act of 1993. He/she develops, implements, and continues programs designed to secure optimum conservation and utilization of soil, water, and agricultural resources to provide a reasonable income to Indian landowners consistent with other resource values. The CTUIR employs the best available science to forward our mission

through participation in policy, administrative processes, public outreach and education. The position will be under the supervision of the CTUIR Restoration Ecologist. The Range and Agriculture Programs are required to:

- 1) Integrate the protection, conservation, utilization, and enhancement of Tribal fee, trust and/or restricted Indian agricultural, range, and forestry lands with the desires of the beneficial owners.
- 2) Ensure that beneficial owners receive fair market value for agricultural production and the grazing of livestock; and
- 3) Accomplish 1 and 2 in conjunction with natural resource management objectives and cultural values of the Tribes.

#### **DEPARTMENT AND PROGRAM BACKGROUND:**

The CTUIR Department of Natural Resources (DNR) has adopted a mission statement based on protecting and enhancing culturally recognized foods ("First Foods"), including plant community components for which the Range and Agriculture Program is primarily responsible. The DNR Mission Statement is as follows:

To protect, restore, and enhance the First Foods - water, salmon, deer, cous, and huckleberry - for the perpetual cultural, economic, and sovereign benefit of the CTUIR. We will accomplish this utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resource policies and regulatory mechanisms.

In support of the DNR Mission, the Range, Agriculture and Forestry Program mission statements is as follows:

*To protect, restore and enhance first foods through stewardship of range, agricultural and forested lands to provide cultural, ecological, economic and social benefits for the Confederated Tribes of the Umatilla Indian Reservation. In accomplishing this mission the Range, Agriculture and Forestry program encourages stakeholders to conserve, develop and use natural resources for long term sustainability.*

Food plants of cultural importance to the CTUIR include below-ground bulb plants represented in the First Food order by cous and above-ground fruiting plants represented by huckleberry. Therefore, the management of uplands must take into account ecological processes that protect and enhance these foods in addition to providing wildlife habitat and forage for domestic livestock. This may include developing grazing systems that prevent expansion of exotic plants, provide specifications for prescribed burning, developing management scenarios for enhancement of big game and culturally sensitive woman's foods.

#### **EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

- 1) **Vegetation Management:** In cooperation with Department of Natural Resources staff, the Vegetation Management Specialist (VMS) assists with planning, implementing and supervising vegetation management projects on approximately 175,000 acres of agricultural, rangeland, grazable woodlands and forest lands. He/she is charged with documenting implementation and results of vegetation management programs and projects on CTUIR administered lands. Assist with surveys and assessment of vegetation to determine treatment needs and priorities.
- 2) **Vegetation Management and Evaluation:** Serves as staff specialist for development and implementation of vegetation management projects including but not limited to; manual/chemical control of vegetation, seeding, planting, prescribed fire, manipulation of timing and intensity of grazing, thinning/pruning etc. on the Umatilla Indian Reservation. Maintains accurate records of herbicide applications and vegetation management activities. Ensure compliance with all relevant regulations, permits and safety protocols when applying herbicides and managing vegetation. Monitors and reports on effectiveness of vegetation treatments and adjust strategies as needed. He/she recommends actions to achieve goals and objectives of land use plans.

- 3) Equipment Maintenance: The VMS completes preventative equipment maintenance associated with vegetation management programs and projects and reports deficiencies for supervisors to facilitate repair or replacement.
- 4) Permit/Lease Compliance: The VMS assists with inspections and evaluates compliance with permit/lease stipulations for approximately 12 grazing units and 100 farm/pasture leases on the Umatilla Indian Reservation. He/she may respond to requests to conduct investigations consistent with Statute 25 Code of Federal Regulations (CFR) concerning issues of non-compliance.
- 5) Data Management: In collaboration with Geographical and Cartographic professionals the VMS utilizes data and research summaries to ensure development of tabular and geographical information through use of Geographic Information Systems. This includes data entry of map and line coordinates; manipulation of predetermined thematic maps; production of appropriate tables, statistics and verified surface cover maps to provide adequate reasoning to natural resource management decisions. He/she completes operational use of computerized mapping technologies and evaluation of their utility and technical soundness of methods, tools and products that achieves the Department of Natural Resources and Range, Agriculture and Forestry goals and objectives. Use GPS-based database system to monitor vegetation (weeds, cultural plants) populations through time.
- 6) USDA Coordination: Assists with collaboration between United States Department of Agriculture Agencies to ensure Tribal eligibility and participation in various conservation programs relevant to conserving and enhancing "First Foods". Implements conservation plans for specific conservation practices in cooperation with the Natural Resource Conservation Service, Farm Service Agency and the Soil and Water Conservation Districts.
- 7) Integrated Natural Resource Management Plans: The VMS may participate in comprehensive, systematic, and analytical interdisciplinary efforts to develop and implement integrated natural resource management plans relevant to land use.
- 8) Fire Suppression Program: Participation in the Bureau of Indian Affairs Wildland Fire Program is extended to each Range, Agriculture and Forestry Program member. Employees working in forested and range environment are strongly encouraged to participate in fire suppression and prescribed fire programs.
- 9) Collateral Duty: Provides support to staff of other CTUIR programs as time and funding allow.

### Service Objective

#### **Responsibilities to Tribal Community**

1. Responsive to community goals and Tribal treaty rights for natural resource protection and restoration for the purpose of maintaining an active Tribal culture.
2. Performs job in a professional and ethical manner.
3. Courteous and respectful to community members.

#### **Supportive Work Environment**

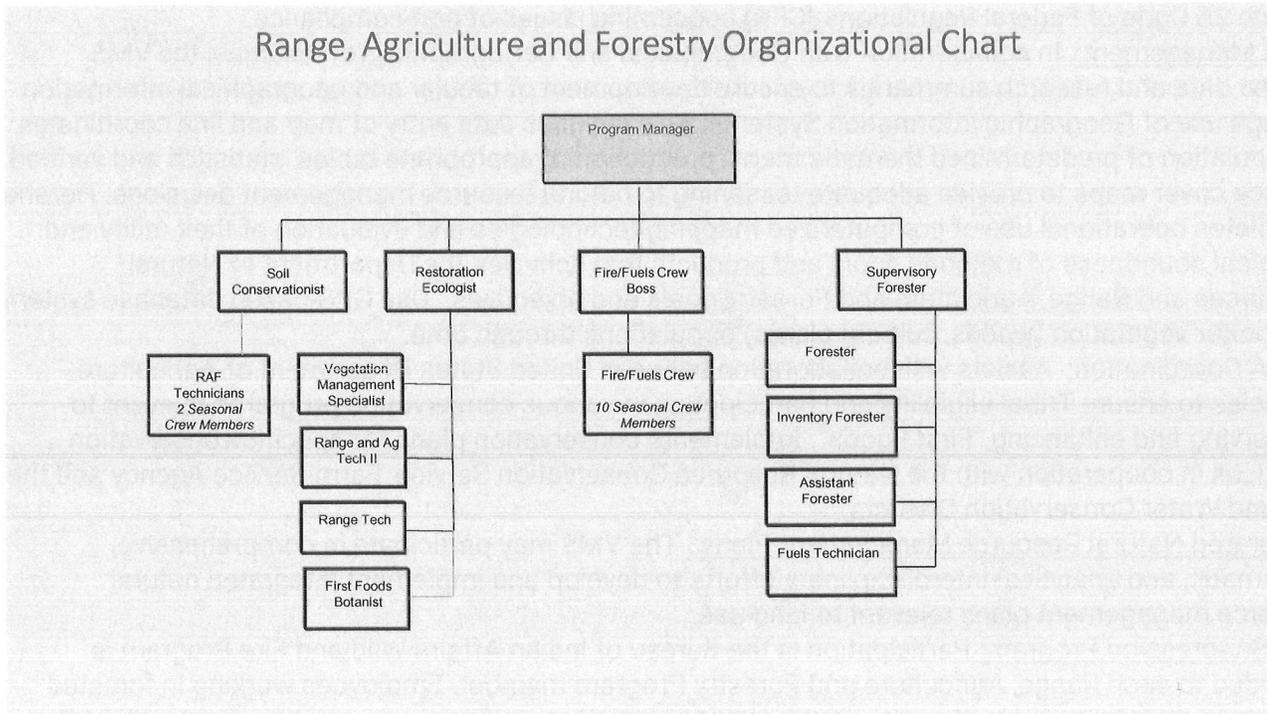
1. Support a positive work environment.
2. Communications.
  - a. Keep others informed of work issues and programs by maintaining quality communications.
  - b. Work at the most direct and immediate level to resolve issues of conflicting personalities and needs.
3. Develop and maintain proactive working relationships with funding agency contract officer technical representatives.

#### **Organization Improvement**

1. Commitment to a philosophy of quality.

2. Display proactive view initiative and creativity to resolve problems, capitalize on opportunities in the job and assist co-workers when possible.
3. Cost-effective use of CTUIR's resources.

Range, Agriculture & Forestry organizational chart:



**SUPERVISORY AUTHORITY:** May serve as crew boss for 1 to 3 seasonally employed individuals.

**SIGNATORY AUTHORITY:** None

**ACCESS TO SENSITIVE AREAS:** Sensitive areas of the department and program containing documentation and materials related to operation of trust programs of the Bureau of Indian Affairs. Must successfully pass Department of Interior back ground check to access Department of Interior computer and file systems.

**REQUIRED MINIMUM QUALIFICATIONS:** (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

- 1) Bachelor of Science degree in Natural Resource Management OR a related discipline that included at least forty-two (42) semester hours in a combination of the plant, animal, soil sciences, and natural resources management, as follows:
  - 1) Range Management: At least eighteen (18) semester hours of course work in range management, including courses in such areas as basic principles of range management, range plants, range ecology, range inventories and studies, range improvements, and ranch or rangeland planning.
  - 2) Directly related plant, animal, and soil sciences: At least fifteen (15) semester hours of directly related courses in the plant (6 semester hours of related coursework in ethnobotany preferred to address job duties related to cultural food/medicinal plants), animal, and soil sciences, including at least one (1) course in each of these three scientific areas, i.e., plant, animal, and soil sciences. Courses in such areas as plant taxonomy, plant physiology, plant ecology, animal nutrition, and soil morphology or soil classification are acceptable.
  - 3) Related resource

- management studies: At least nine (9) semester hours of course work in related resource management subjects, including courses in such areas as wildlife management, watershed management, natural resource or forestry, agronomy, forages, and outdoor recreation management.
- 2) Possess invasive and native plant identification skills.
  - 3) Basic understanding of conservation programs that achieve economic and natural resource sustainability on site specific and landscape levels.
  - 4) Possess or ability to obtain Oregon Department of Agriculture Pesticide Applicator license and/or EPA Restricted Use Pesticide Applicator Certification in Indian Country within 3 months. Maintain certification and educational requirements by attending training on weeds and weed management.
  - 5) Develop, write, submit, secure and manage grant funding for invasive weed control projects.
  - 6) Demonstrated knowledge of numerous environmental and cultural resource laws, regulations and policy in relation to trust responsibilities (i.e. National Environmental Policy Act, Clean Water Act, Pacific Northwest Electric Power and Conservation Act, National Historic Preservation Act, Archeological Resources Protection Act).
  - 7) Basic knowledge of the coordination and review procedures required of federal agencies by various federal laws including the National Environmental Policy Act, Clean Water Act, Clean Air Act, Endangered Species Act, National Historic Preservation Act and OMB Circular A-95.
  - 8) Willingness to gain knowledge of Native American retained rights or resources as provided by treaty or recognized law particularly water and fishing rights.
  - 9) Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
  - 10) Knowledge of GPS/GIS technologies and methods and their utility for the purpose of natural resources development and land use planning.
  - 11) Basic comprehension of relational databases and functionality with a GIS sufficient to request, analyze, and identify conclusions from digital data sources and maintain data standards including key fields and data documentation.
  - 12) Ability to effectively and constructively communicate with tribal community and other natural resource management disciplines both orally and in writing.
  - 13) Must have a valid driver's license and must be insurable. Individual will be required to drive a Tribal GSA vehicle to perform job duties. Operate vehicles and including 4WD pickup, UTV, ATV and other weed control equipment. Must be able to pull and back-up trailers.

#### PHYSICAL DEMANDS:

1. Ability to use standard Desktop and Laptop computers.
2. Ability to stand and walk for extended periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to work in the outdoors over rough terrain, and in inclement weather.
5. Ability to lift up to 50 pounds.
6. Ability to work extended hours above the normal business day.
7. If participating in BIA Wildland Fire Program incumbent must National Wildland Fire Coordinating Group physical fitness standards.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

## SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. **Indian Preference.** It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. **Veteran's Preference.** It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

## DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

## APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

## REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).

- 6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
- 7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

**APPLICANT RESPONSIBILITY**

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
 Office of Human Resources  
 Staffing and Recruiting  
 46411 Timíne Way  
 Pendleton, OR. 97801  
 Phone: (541)429-7180  
 Email: HumanResources@ctuir.org

**To be considered, the application package must be post marked by the closing date.**



Approved: Patricia Farrow, Staffing and Recruitment Specialist

06/12/2025

Date

**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

