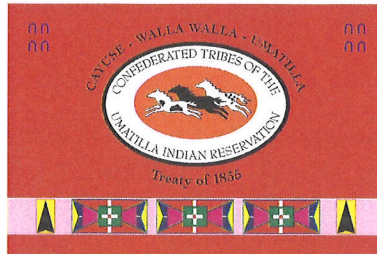


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



RE-ADVERTISED

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Water Code Administrator/Water Resources Specialist II

SALARY: Pay Range: 10
\$69,284.16 to \$80,782.32 annual DOE/DOQ

DEPARTMENT: Department of Natural Resources

LOCATION: Position is located at Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation, Pendleton, OR

EMPLOYMENT STATUS: Full Time with benefits package
Exempt -Technical

SUPERVISED BY: Water Resources Program Manager

OPENING DATE: September 16, 2024

CLOSING DATE: Open until filled; review of complete applications on September 30, 2024.

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 (CTUIR).

DNR MISSION STATEMENT

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 resources policies and regulatory mechanisms.

WATER RESOURCES PROGRAM MISSION STATEMENT

To ensure that ground and surface waters are available to satisfy CTUIR treaty rights, the needs of CTUIR members, and the citizens of the Umatilla Indian Reservation. The Water Resources Program will accomplish this by implementing the CTUIR's Water Code procedures and regulations to promote sustainable water use and management.

GENERAL STATEMENT OF DUTIES

The Water Code Administrator is responsible for coordinating and implement regulatory activities required to enforce the Tribal Water Code (TWC) and its associated rules and regulations. This position oversees water use monitoring, data quality assurance/control planning, and data collection and management related to wells, well logs, water use, and Tribal water permits. Other duties include preparation of funding requests and reports and serving as Dam Tender for Indian Lake Dam.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

1. Responsible for administering the Tribal Water Code including field monitoring and inspections concerning permitted and/or unpermitted well construction, water use, and stream zone alterations.
2. Assists and/or acts as lead in preparing for and participating in public meetings and hearings regarding water development and management issues.
3. Assists the Water Resources Program Manager, Umatilla Basin Hydrologist, Water Quality Coordinator, and other Program staff in the collection and storage of water resource data both on the Umatilla Indian Reservation and throughout the Umatilla River (primarily), and the Grand Ronde River, North Fork of the John Day River, Tucannon River, and Walla Walla River Basins (secondarily).
4. Responsible for ensuring that provisions of the Code, monitoring of permitted activities, and related data management and record-keeping requirements are implemented in a timely, efficient, and complete manner.
5. Responsible for proposing and developing upgrades, amendments, and/or improved procedures, and staffing and resources necessary for implementing the Code, monitoring water use and development activities, and for maintaining records on water resources and Code-related Program operations.
6. Responsible for coordination of activities with the Program Manager and Department Director, and other programs and departments in inspections and audits, and implementation of compliance or enforcement actions.
7. Performs investigations required to correct and prosecute Water Code violations. Works with Tribal Attorney and/or prosecutor, and CTUIR Office of Public Safety (Tribal Police) in processing violations.
8. Assists in preparing reports, funding requests, and providing planning assistance for the Tribal Safety of Dams Program. The WCA/WRS II acts as the Dam Tender for Indian Lake Dam. Develops resources and proposals for Safety of Dams change management.
9. Assists in planning of and implementation of on-going and new water and land resources management, hydrological, and water quality studies and projects on the Umatilla Indian Reservation.

SUPERVISORY AUTHORITY: Water Resources Technician(s) I and II on an "As Needed" basis.

SIGNATORY AUTHORITY: Purchase Orders and Purchase Requests following review of supervisor.

ACCESS TO SENSITIVE AREAS: Areas and documents of the department and program containing sensitive documentation and material such as property deeds and Tribal Court documents pertaining to Water Code violations.

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

1. Education and Experience:

A bachelor's degree in water resources-related fields, including Hydrology, Water Resources Management, Natural Resources Management, or Engineering and four years of demonstrably progressive experience and responsibilities.

OR

Associate's degree in water resources technology, Hydrology, Watershed Ecology, or a related degree, plus a minimum of 10 years of experience in the field of Tribal Water Code regulation and water resources management, including both field and historical records data collection. Coursework must have included relevant courses such as Introduction to Water Resources, Hydrogeology, Water Quality, Water Rights and Laws, Watershed Restoration, and other water resources-related coursework. A bachelor's degree is preferred.

2. Must accurately represent and uphold adopted Tribal water policies and Tribal Water Code provisions.
3. Must have strong interpersonal and communication skills, including the ability to communicate effectively, both verbally and in writing, through concise reports, memoranda, directives, emails, and letters. Must possess and demonstrate good writing, spelling, proofing, grammar, and punctuation skills.
4. Must have the ability and interest to greet the public, be understanding of water users' goals and needs, and handle difficult situations both in person and on the phone in a professional and courteous manner.
5. Must have the ability to implement customer service principles in serving the Tribal member public and Umatilla Indian Reservation Community.
4. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
5. Must be able to work effectively with other Tribal Departments (e.g. Public Works, Planning), state and federal resource co-managers, including accurately communicating Tribal goals and authorities, while collaborating or implementing collaborative management and/or enforcement actions as needed.
6. Must be able to secure sources of information relating to Tribal water resources problems or concerns.
7. Must have extensive knowledge of computer processing equipment and software, including Access, Word, Excel, Power Point, Outlook, other Office Suite software, and be capable of entering and maintaining data in a Centralized Data Management System. A knowledge of computers and other office technological equipment must be kept current by attending training as approved by the supervisor.
8. Considerable knowledge of general office practices and procedures, highly organized, and with good filing skills.
9. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
10. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
2. Ability to stand and walk around for long periods of time.
3. Ability to work in potentially inclement weather when collecting data or conducting inspections.
4. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
5. Ability to lift up to 25 pounds of equipment, records, or other materials.

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 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 Onboarding
 46411 Timine Way
 Pendleton, OR. 97801
 Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, the application package must be postmarked by the closing date.

 _____ 9/16/2024
 Approved: Jue Jue Withers-Lyons, Assistant Director, Office of Human Resources 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

