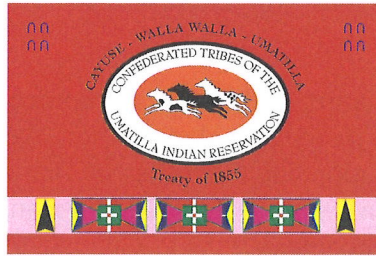


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060



**Re-Advertised**

**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Program Manager, Water Resources Program

**SALARY:** Pay Range: 12  
\$83,840.04 to \$111,665.40 annual DOE/DOQ

**DEPARTMENT:** Department of Natural Resources (DNR)

**LOCATION:** Nixyaawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation (CTUIR)

**EMPLOYMENT STATUS:** Regular Full Time with benefits package  
Exempt Status

**SUPERVISED BY:** Director, Department of Natural Resources

**OPENING DATE:** June 6, 2024

**CLOSING DATE:** Open until filled; review of complete applications on June 20, 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 exercise professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**DEPARTMENT OF NATURAL RESOURCES 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 resource policies and regulatory mechanisms.

**WATER RESOURCES PROGRAM MISSION**

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 implements CTUIR Water Code procedures and regulations to promote sustainable water use and management.

## GENERAL STATEMENT OF DUTIES

The Program Manager leads the implementation of the Water Resources Program (Program) mission, including strategic program planning and operational oversight. This position oversees implementation of the CTUIR's Water Code on the Umatilla Indian Reservation and the Safety of Dams program at Indian Lake Dam and will creatively develop Program capacity responsive to CTUIR DNR's management guidance documents and Umatilla Basin Water Rights Settlement outcomes.

To achieve organizational goals for the benefit of the CTUIR community and organization, the Program Manager works internally with CTUIR policy makers, DNR Programs (Cultural Resources Protection, Fisheries, Wildlife, Range & Agriculture & Forestry, Energy and Environmental Sciences, First Foods Policy, and Administration), and other CTUIR Departments. Externally, the Program Manager coordinates with tribal, federal, state, and local governments to enhance and ensure the protection and enhancement of surface and ground waters, First Foods, and CTUIR's areas of rights and interests.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

### **Strategic Planning**

1. Responsible for facilitating timely production of Program strategic plans and budgets at multiple time scales, including generally one, two, five, and 10-year timeframes, and submitting to DNR Director for review and approval.
2. Ensures Program demonstrably and creatively integrates Tribal Water Code, CTUIR Comprehensive Plan, CTUIR Climate Adaptation Plan, DNR Upland and River Visions into Program strategies, work plans, grant funding proposals, projects, monitoring and data collection programs, and performance evaluations.
3. Assesses and creatively develops Program resources and facilitates work responsive to the CTUIR's Umatilla Basin Water Rights Settlement, which will include Umatilla Indian Reservation consumptive uses and Umatilla Watershed instream flows for native fish, habitat, and Tribal Treaty fishing rights.
4. Fosters collaborative work with other Federal and State co-managers, other tribes, and non-governmental organizations. Examples include but are not necessarily limited to 1) Umatilla Basin Water Rights Settlement, 2) Walla Walla 2050 Planning, 3) Basin, Watershed, or Place-Based Planning, 4) Lower Umatilla Basin Groundwater Management Area.
5. Actively participates in DNR planning retreats to integrate work with other DNR Programs and other Departments.
6. Schedules and manages Water Resources Program planning retreats to facilitate coordination of existing work commitments, foster team building, and develop and schedule new work ideas.
7. Consistent with strategic plans, responsible for facilitating Program budget development and allocations, oversight, approval, and timely submittal, and annual budget implementation and reconciliation. The Water Resources Program budget currently ranges from about \$3.0-4.5M annually.

8. Facilitates the strategic program pursuit and utilization of Environmental Protection Agency (EPA) funding to develop and maintain Tribal capacity for implementing environmental programs and promoting Tribal self-governance and inter-governmental collaboration to produce positive environmental outcomes.
9. Facilitates the strategic Program pursuit and utilization of grants from diverse funders, including, but not limited to the National Oceanic and Atmospheric Association (NOAA) and Bureau of Indian Affairs (BIA), and others, to help achieve the Program mission.
10. Contributes to sensitive and complex negotiations, agreements and/or settlements, that advance the mission of the CTUIR and DNR, (e.g. water rights settlement, instream flow acquisitions or leases, natural resources mitigation).
11. Assesses and plans, with organizational staff and Tribal Water Commission, Tribal Water Code maintenance and updates.
12. Collaborates as needed with the CTUIR Office of Legal Counsel in the identification and furtherance of work efforts to protect and enhance CTUIR water rights.

## **Operations**

13. Responsible for providing Program oversight for integrated water resources management, including managing up to about 6-10 staff, managing water development and use permits, water quality data collection, dam safety, hydrologic assessments, regulating water use and development via CTUIR's Water Code, and informing water management policy development.
14. Responsible for implementing the CTUIR Water Code, the primary purposes of which (briefly) are to provide for sustainable use and development of the water resources of the Umatilla Indian Reservation, ensure all resident of the Reservation have an adequate quantity of clean water for domestic purposes, protect Reservation water resources from over-appropriation, pollution, contamination, degradations, or other injurious acts, protect and conserve the quality and quantity of the natural and cultural resources in the stream zones of the Reservation, and to insure water rights reserved pursuant to the Treaty of 1855 receive the highest priority in use and appropriation, are protected for current and future generations.
15. Coordinates information input and water-related policy reviews from other DNR Programs and obtains DNR Director approvals.
16. Responsible for identifying, developing, and reviewing water resources-related policy and solutions, and participating in inter-disciplinary Tribal government project forums, to develop and maintain projects for community and organizational benefit.
17. Participates in Tribal government policy forums for reviews (Commissions, Committees, Board of Trustees) and approvals of work products.
18. Responsible for timely Program budget development and reconciliation for Tribal, Bureau of Indian Affairs, and various grant and contract funds.
19. Schedules and facilitates regular meetings with Program and periodic DNR all-staff meetings.

20. Coordinates Program work with other CTUIR departments and programs, primarily Office of Information Technology/Geographic Information Systems (GIS) Program, Office of Legal Counsel, Tribal Planning Department, and Public Works Department. Responsible for providing information and coordination to other DNR Programs in projects related to water rights, water quality measurement, water acquisitions, water supply needs, hydrology (surface and ground), and related projects as opportunities develop or organizational needs dictate.
21. Responsible for implementing the Safety of Dams Program, including coordination with BIA and Bureau of Reclamation (BOR) Safety of Dams representatives.
22. Develops and facilitates data monitoring programs, regular data collection, and management protocols to ensure quality data is available to support organizational decision needs.
23. Facilitates appropriate and regular employee safety training for diverse Program job descriptions and includes safety performance in job evaluations.
24. Develops, or facilitates, reviews, and informs written inter governmental correspondence in the interest of CTUIR, its Treaty Rights, and the DNR and Water Resources missions.
25. Assists as needed with reviews of, and contributions to, state and national legislation, international negotiations, including conducting analysis for consistency with CTUIR policy positions and DNR and Program missions, and providing recommended improvements and CTUIR policy positions.
26. Actively participates in and contributes to DNR planning retreats, DNR All-Staff meetings, regular program manager meetings, and community open houses.
27. Proactively facilitates Program consistency with organizational policies, including but not necessarily limited to personnel, finance, and computer use policies.

## **Evaluation**

28. Evaluates Program progress at multiple time scales and for multiple projects.
29. Conducts annual performance reviews of direct supervisees, reviews all program staff evaluations.
30. Identifies and facilitates staff professional development to enhance program resources, staff capacity and skills to meet organizational needs.
31. Facilitates and communicates changes to Water Resources Program organizational structure, staffing alignment and assignments consistent with the DNR and Water Resources Program missions, new work needs, and changing resources capacities.

## **Reporting**

32. Responsible for timely Program reporting, including Tribal progress reports, Commission/Committee reports, and facilitating staff grant reporting dependent on grant requirements.

## **Other**

33. Other duties as assigned by DNR Director.

**SUPERVISORY AUTHORITY:** The Program Manager supervises, evaluates, and manages the performance of 5-7 staff.

**SIGNATORY AUTHORITY:** Examples include purchase requests and orders, supervisee evaluations, time sheets, leave requests, travel authorizations, and trip reports, and other supervisory personnel documentation as needed.

**ACCESS TO SENSITIVE AREAS:** None.

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

This position requires a person with a results-driven focus, independent judgment, and self-initiative. Assignments may require independent decision-making and action. A successful Water Resources Program Manager will need to develop solutions to sensitive issues within intra- and inter-agency environments with diverse goals, requirements, and needs.

1. Education and Experience:

- a. Preferred: Master's Degree in Hydrology, Hydrogeology, or Groundwater Hydrology-related fields including Water Resources Science, Policy and Management, or Engineering, Integrated Water Resources Management, with five years demonstrable experience in program management, staff supervision, and policy development support; **OR must have**
- b. Bachelor's Degree in Hydrology, Hydrogeology, or Groundwater Hydrology-related fields, Water Resources Science, Policy and Management, or Engineering, Integrated Water Resources Management, with more than seven years of demonstrable experience in program management and staff supervision, at least five years of which must consist of demonstrable experience in natural resource management.

2. Discretion, sound judgment, and ability to maintain confidentiality are required.

3. Effective interpersonal and communication skills, including verbal and in writing, required.

4. Must demonstrate understanding of, and ability to, articulate:

- a. The hydrologic cycle, including surface and ground water dynamics.
- b. Community and instream water needs.
- c. Water availability determination methods and/or practices.

5. Understanding of, or ability to learn of, CTUIR's rights reserved in the Treaty of 1855 and how they inform water management goals.

6. Understanding of, or ability to learn of, CTUIR First Foods management approach and how it informs water resources management goals.

7. Understanding of, and ability to articulate, understanding of the geographic distribution, availability, general quality and quantity, and uses of CTUIR's water resources.

8. General understanding of the doctrine of prior appropriation as it relates to Tribal and non-tribal uses of surface and groundwaters on and off the Umatilla Indian Reservation.

9. Ability to guide research and analysis of water issues required.

10. Must have the ability and interest to integrate public comment and handle potentially difficult situations in person or on the phone in a professional and courteous manner.

11. 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.
12. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
13. Must have understanding and proficient use of computer processing equipment and software, including Word, Excel, Power Point, Outlook; Knowledge of computers and other office technological equipment must be kept current by attending training as directed by supervisor.
14. Considerable knowledge of general office practices and procedures. The individual must be highly organized.
15. Must be able to operate and maintain office machines (copiers, fax machines, printers, scanners, etc.).
16. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
17. Testing in specific areas of required knowledge and abilities may be conducted.

#### PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to walk on uneven or rough terrain. Primarily sedentary, the Water Resources Manager will spend most of his/her time in the office.
3. Ability to sit in automobiles and on airplanes for travel to conferences, seminars, and training.
4. Ability to lift 25 pounds of records or other material in storage containers/totes/boxes, over the head.

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. The CTUIR member and Indian preference shall be applicable in all employees 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. Writing sample, such as a successful water resources-related funding proposal and/or completion report, a water resources assessment, water policy review or proposal, or a peer reviewed publication in water resources sciences or management.
5. Completed CTUIR's Supplemental Application Form (both sections).
6. Copy of official college transcripts.
7. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood, or such with Federally Recognized Tribe.
8. 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 post marked by the closing date.**

  
Approved: JueJue Withers-Lyons, Assistant Director, Office of  
Human Resources

06/06/2024  
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