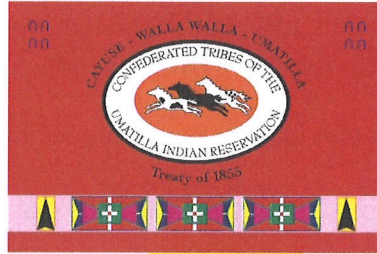


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060



**UPDATED**

**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Supervisory Forester

**SALARY:** Pay Range: 11  
\$65,481.12 to \$114,166.56 annual DOE/DOQ

**DEPARTMENT:** Department of Natural Resources: Range, Agriculture and Forestry Program

**LOCATION:** Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with benefits package

**SUPERVISED BY:** Range, Agriculture and Forestry Program Manager

**OPENING DATE:** February 20, 2025

**CLOSING DATE:** Open until Filled

**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).

**GENERAL STATEMENT OF DUTIES**

The Forestry program is responsible for the ecological enhancement, economic development, and sustainable use of forest resources of allotted, Tribal trust and Tribal fee patent lands for the CTUIR. The Supervisory Forester oversees the development and implementation of activities and functions to carry out provisions of 25 Code of Federal Regulations. The Supervisory Forester develops, implements, and continues programs designed to secure optimum conservation and utilization of soil, water, and forestry resources to provide a reasonable income to Indian landowners consistent with other resource values. 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 Range, Agriculture and Forestry Program Manager. The Forestry Program is required to:

- 1) Integrate the protection, conservation, utilization, and enhancement of Tribal fee, trust and/or restricted Indian forestry lands with the desires of the beneficial owners.
- 2) Ensure that beneficial owners receive fair market value for forestry production; 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 Forestry 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 statement 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 for example below-ground root plants represented in the First Food order for example by cous and above-ground fruiting plants represented by huckleberry. Therefore, the management of forested lands must take into account ecological processes that protect and enhance these and other cultural foods in addition to providing forage and habitat for upland wildlife species, domestic livestock and forest stand development.

Foresters work by developing healthy forest environments by ensuring proper tree selection and stocking for the given environment of each stand, providing specifications for prescribed burning, developing management scenarios for enhancement of big game and culturally sensitive food plants. The Supervisory Forester shall develop forest treatment schemes using ecological principles to determine the effects of current and future impacts to Umatilla Indian Reservation forested lands.

The Supervisory Forester will help inform decision and policy makers at the CTUIR of alternatives for forest land management as they pertain to the overall goals and objectives of the CTUIR on lands within the ceded boundary. Criteria for comparing and assessing management alternatives may include on and off-site environmental effects, cost/benefit analysis, and interrelated social and economic factors.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

### MAJOR DUTIES

1. Supervisory Controls: Directly oversees both the technical and administrative aspects of managing the forested areas under the jurisdiction of the CTUIR. This includes comprehensive supervision and management duties covering inventory, planning, coordination, and execution of forest management activities within the Range, Agriculture, and Forestry Program.
2. Forest Management: Executes the CTUIR Forest Management Plan, ensuring its effective implementation. Takes a leading role in formulating updates and adaptations to the Forest Management Plan as necessary to address evolving needs and circumstances.
3. Forest Evaluation: Leads the evaluation of the CTUIR Forest throughout NE Oregon and SW Washington through conducting thorough field inspections and assessments of forest stands. Identifies areas requiring short or long-term cultural treatment in alignment with the overarching First Food Mission framework. Reviews and approves project proposals for specialized investigations into silvicultural practices, including planting, seeding, timber stand enhancement, and tree and shrub enhancement activities. Collaborates in determination of contributory timber values for land appraisals that support negotiated land sales and probate settlements.
4. Forest Vegetation Treatment: Plans, coordinates, and evaluates the timber stand improvement program, considering both commercial and pre-commercial aspects. Prescribes cutting practices based on thorough analysis of stand conditions and resource requirements. Provides technical leadership and evaluation for proposed and ongoing timber sale programs to ensure sustainable forest productivity and environmental protection. Conducts inspections throughout all phases of reforestation and forest improvement projects, recommending corrective actions as necessary. Coordinates silvicultural needs with principal resource management assistants and pursues funding for forestry resource conservation.
5. Forest Regulatory Compliance and Interagency Coordination: Evaluates forestry plans and operations in terms of compliance with the CTUIR Forest Management Plan, 25 CFR and the CTUIR Land Development Code. Maintains liaison with employees of Federal and State governments, local officials, and private organizations or landowners who are affected by, or otherwise have a shared interest in, the forest land management practices and problems in the forest area; provides technical assistance on mutual reforestation problems. Participates in the preparation and review of environmental analysis reports, environmental impact statements and internal or external reports. Insures collection of Trust Funds consistent with regulations and mandates of the Trust Asset and Accounting Management System (TAAMS).
6. Outreach: Plans, coordinates, and conducts training on forestry principles and practices, including planting and seeding procedures, ground and seedbed preparation techniques, timber stand improvement techniques, effects of silvicultural treatments on other resources and control of animals, insects, or diseases affecting reforestation and regeneration programs.
7. Collateral Duty: Provides support to staff of the program and other Tribal programs as time and funding allow. Acquire membership and participate in professional organizations that work to maintain and enhance ecosystem function on the Umatilla Indian Reservation and ceded lands where necessary.
8. Fire/Fuels Program: Provides technical input to Bureau of Indian Affairs (BIA) Fire Program concerning hazardous fuels treatments in terms of silvicultural and Prescribed Fire prescriptions. Participation in the BIA Fire Program is extended to each Range, Agriculture and Forestry Program member. Employees working in forested environments are strongly encouraged to participate in fire suppression and prescribed fire programs. Must be able to meet

National Wildland Fire Coordinating Group requirements at the arduous level prior to participation fire suppression and prescribed fire.

This position is estimated to be 50% in the office and 50% in the field reviewing and applying forest management activities.

Service Objectives

**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.

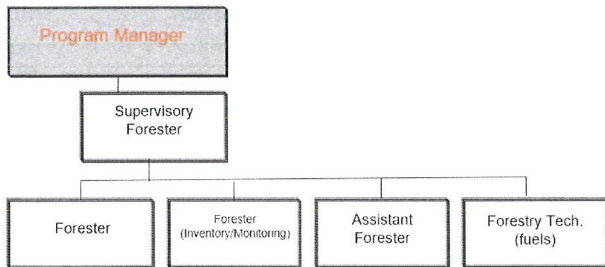
**Supportive Work Environment**

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.

Forestry chain of command:



**SUPERVISORY AUTHORITY:**

Supervises 3 to 6 employees within the Forestry Program not including Seasonal and internship employees.

**SIGNATORY AUTHORITY:**

Completes and signs Forestry Staff 1) Time Sheets, 2) Travel Authorizations, 3) Leave Requests, 4) Evaluations and 5) Personnel Performance Actions.

**ACCESS TO SENSITIVE AREAS:** Supervisory Forester will be responsible for overseeing, creating and maintaining trust documents containing sensitive information covered by the Privacy Act 1974 as amended. Supervisory Forester must be able to pass a DOI BIA Background check to access the Trust Asset Accounting System.

**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 forestry or closely related natural resource field including at least 18 accredited hours course work in basic and applied forestry sciences including courses in such areas as forest and range plants, forest ecology and forest sampling, inventory, measurement, and analysis techniques as applied to a variety of forest resources. At least 15 accredited hours of directly related courses in the silviculture, reforestation methods, and timber stand improvement procedures sufficient to develop and prescribe proper silvicultural treatments and a minimum of four years of professional level experience supervising people in natural resource management. Master's degree and two years professional level experience with same course work is acceptable.
2. Willingness to gain thorough knowledge of environmental and cultural resource laws, regulations and policies related 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).
3. Willingness to gain knowledge of the CTUIR policies and administrative procedures relating to natural resource management and planning to coordinate examination of environmental consequences and development of action alternatives.
4. In-depth knowledge of the coordination and review procedures required of federal agencies by the National Environmental Policy Act and OMB Circular A-95.
5. Basic knowledge of Native American retained rights or resources as provided by treaty or recognized law. Application of principles of Native American retained rights, specific to the CTUIR, in the implementation of enhancing first foods.
6. Willingness to gain certification for use of the Trust Asset and Accounting Management System. Must be able to pass a Department of Interior background investigation.
7. Thorough knowledge of the Geographic Information System technologies and methods and their utility to develop and demonstrate natural resource enhancements and land use planning.
8. Technical comprehension of computerized mapping and database management technology sufficient to request, interpret and monitor computerized natural resource information to ensure viability.
9. Knowledge of aerial photography and photo interpretation techniques and procedures sufficient to design and plan forest resource surveys, inventories, timber cruises, forest development and timber sale unit lay out on the Umatilla Indian Reservation forest lands.
10. Ability to effectively and constructively communicate with other natural resource management disciplines both orally and in writing. Use of computer enhanced word processors, spreadsheets, databases and mapping systems including but not limited to: Micro Soft Word, Excel, Access, ArcMap, etc.
11. 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.

12. Willingness to work alternate or overtime hours.

#### PHYSICAL DEMANDS:

1. Ability to use standard Desk Top and Laptop computers.
2. Ability to stand and walk around for long 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 uneven terrain in acclimate weather.
5. Ability to lift up to 50 pounds.
6. Ability to work extended hours above the normal business day.

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."

#### 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 (both sections, 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.

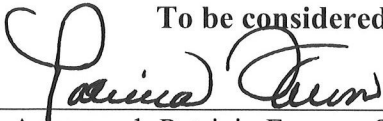
**APPLICANT RESPONSIBILITY**

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 Recruitment  
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.**



Approved: Patricia Farrow, Sr. Staffing/Recruitment Specialist

02/20/2025

Date

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**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.)*

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Applicant Signature

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Date