



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

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**JOB TITLE:** Great Lakes Restoration Initiative Coordinator  
**SUPERVISOR:** Natural Resource Director  
**LOCATION:** Tribal Natural Resource Department  
**POST DATE:** June 14, 2016  
**CLOSING DATE:** June 28, 2016

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**General Description:** The primary responsibility of the GLRI Coordinator is to develop and implement a Great Lakes Restoration Initiative (GLRI) Program for the Lac du Flambeau Tribe. The Coordinator will be responsible to complete all proposed projects, develop new projects, draft and submit reports, write annual restoration project proposals, obtain Tribal Council approval and evaluate the restoration projects. Communicate with the Tribal membership, Tribal Council, Tribal Administration, Natural Resource Staff and other tribal, federal, state and private sectors is essential. The GLRI Program must be managed consistent with the GLRI Action Plan II and Tribal priorities.

**Qualifications:** Bachelor's degree in Ecosystem Management, Biological Science or other related Science majors preferred. (Botany, fisheries, Wetland Management, Environmental Science, Ecology with 3 years' experience. Or Master's degree in above fields with 1 year experience. **OR** in lieu of education an applicant can show progressive natural resource/environmental/conservation management related career development through on the job training, years of experience, certifications etc. These qualifications will be highly regarded and considered.

All applicants must show an understanding of Traditional Ecological Knowledge (TEK) and how to incorporate this knowledge in developing natural resource management plans and practices. Must show experience or knowledge in Tribal Governments.

**Salary:** \$35,000-\$39,000 per year/ Dependent upon qualifications

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department

P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Great Lakes Restoration Initiative Coordinator

**B. DEPARTMENT:** Tribal Natural Resource Department

**C. SUPERVISOR'S TITLE:** Natural Resource Director

**D. DESCRIPTION OF DUTIES:** The primary responsibility of the GLRI Coordinator is to develop and implement a Great Lakes Restoration Initiative (GLRI) Program for the Lac du Flambeau Tribe. The Coordinator will be responsible to complete all proposed projects, develop new projects, draft and submit reports, write annual restoration project proposals, obtain Tribal Council approval and evaluate the restoration projects. Communicate with the Tribal membership, Tribal Council, Tribal Administration, Natural Resource Staff and other tribal, federal, state and private sectors is essential. The GLRI Program must be managed consistent with the GLRI Action Plan II and Tribal priorities. Specific responsibilities include but are not limited to.

1. Develop the Lac du Flambeau Tribal Natural Resource Department capacity to comply with all aspects of the Great Lakes Restoration Initiative.
2. Draft and implement a Lac du Flambeau Great Lakes Restoration plan.
3. Establish a Great Lakes/Lac du Flambeau Restoration Accountability System.
4. Evaluate the health of the Lac du Flambeau's ecosystem, restore when necessary.
5. Identify restoration projects for the Lac du Flambeau Reservation and establish a priority process.
6. Write GLRI proposals to fund restoration projects to include work plans, budgets and evaluations.
7. Enhance partnerships between Tribal, Federal, State and Private Sectors to encourage consistency in restoration activities.
8. Participate in advising Tribal and other governmental officials by preparing briefing materials, letters, reports, position papers, budgets and other documents on GLRI issues.
9. Promote the Lac du Flambeau Great Lakes Restoration initiative by presenting at community, Tribal Council, staff, public, conferences and professional meetings.
10. Produce a web page and brochures to promote the initiative.
11. Use GPS and GIS to produce a data base to evaluate the restoration activities.
12. Complete all reporting requirements.
13. Note other duties may be assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Contact with Tribal Membership, Council and Natural Resource staff.
2. **External:** Contact between Tribal, Federal, State and Private Sector.

**F. SUPERVISORY RESPONSIBILITIES:** GLRI Technician, GLRI Horticulturist, GLRI Interns.

**G. SUPERVISION RECEIVED:** Operates independently with supervision received from Tribal Natural Resource Director.

**H. EDUCATION:** Bachelor's degree in Ecosystem Management, Biological Science or other related Science majors preferred. (Botany, fisheries, Wetland Management, Environmental Science, Ecology with 3 years' experience. Or Master's degree in above fields with 1 year experience. OR in lieu of education an applicant can show progressive natural resource/environmental/conservation management related career development through on the job training, years of experience, certifications etc. These qualifications will be highly regarded and considered. All applicants must show an understanding of Traditional Ecological Knowledge (TEK) and how to incorporate this knowledge in developing natural resource management plans and practices. Must show experience or knowledge of Tribal Governments.

**I. SKILLS:**

**Computer/Technology Skills:** Computer skills including word processing, spreadsheet and data base development is required. GPS and GIS skills also required.

**Oral and Writing skills:** Must be able to read, analyzes and understand technical procedures, professional journals and governmental regulations. Must be able to give oral and written reports to the public, tribal government, etc. The ability to write letters and quality assurance plans to meet the needs of the funding agencies. The ability to answer questions and meet deadlines.

**Reasoning Ability:** Ability to solve problems and follow instructions in written and oral form.

**J. WORKING ENVIRONMENT:**

1. **Work Conditions:** While performing the duties associated with this position, the Coordinator will be required to work part-time in the office and part time outdoors conducting field work. Travel will also be required, including extended overnight stays to attend trainings and meetings.
2. **Exposure to Hazards:** None
3. **Physical Requirements:** While performing the duties of the job, the employee is required to stand, sit, reach with hands and arms and walk. The employee should be able to lift or move 20-50 pounds. The employee will be required to walk/hike steep slopes, work in wet conditions, work at night and all types of weather. Field work will be necessary.

**K. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Great Lakes Restoration Initiative Coordinator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any

attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

**L. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**M. SIGNATURE:**

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**Tribal Administrator** **Date**