



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2845 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Watershed Manager In-training

**SALARY:** \$50,585.60 annually, less 5% during (90) day probation if fully qualified.  
A trainee will receive a one step decrease in pay for every six months of training required for a period of up to 24 months.

**REPORTS TO:** Environmental Trust Manager

**LOCATION:** Nespelem, Washington

**BASIC FUNCTIONS:** The incumbent in this EXEMPT position will work under the direction of the Environmental Trust Manager and current Watershed Manager while undergoing a training plan based on his/her current qualifications and experience valuable to the position. Duties include, but are not limited to, performing water resource analysis and planning functions on the reservation including use of GIS and natural resource data bases; coordinates hydrologic data acquisition, data base management, information analysis and reporting, data dissemination to staff and other groups; designs monitoring systems and participates in integrated resource management planning activities; assists with the administration of tribal water codes and manages dam safety program for Owhi and Twin Lakes. Will draft objectives and maintain task scheduling for staff in program area to monitor the progress of assigned projects in meeting program objectives. The individual working in this position will work closely with the current Watershed Manager to assume progressively responsible duties, projects and necessary competencies during the period of his/her training to become fully qualified.

## **MINIMUM QUALIFICATIONS (Education and Training):**

(Manager in-training)

- PhD involving major study in environmental or land use planning, water resources, watershed management, hydrology or related disciplines in Natural Resources or Natural/Environmental Sciences; **OR**
- Master's Degree involving major study in environmental or land use planning, water resources, watershed management, hydrology or related disciplines in Natural Resources or Natural/Environmental Sciences **AND** 24 months of experience in watershed or natural resources management field which must include at least 12 months of successful supervisory experience; **OR**
- Bachelor's Degree involving major environmental or land use planning, water resources, watershed management, hydrology or related disciplines in Natural Resources or Natural/Environmental Sciences **AND** 48 months of experience in watershed or natural resources management field which must include at least 24 months of successful supervisory experience.

## **(Knowledge, Skills, and Abilities):**

- Experience must reflect knowledge of the principles and practices of watershed and natural resource management; of land use planning, strategic planning, environmental / natural resource program administration and development considerations; of water rights, water quality laws and other environmental regulations.
- Experience must reflect knowledge of the theories, principles and concepts of hydrology and familiarity with related disciplines sufficient to recognize the relationship to water management issues and to aid in the interpretation of data; of hydrologic data collection methods and field/lab equipment sufficient to undertake routine hydrologic investigative projects involving water resource occurrence, use and development; of hydrologic data interpretation sufficient to determine factors that affect the data and apparent reasons for data anomalies.
- Experience must reflect knowledge of resource condition evaluation criteria for assessing land use impacts, hydrologic condition and watershed function; of management practices for soil and water protection.
- Ability to sufficiently interpret the effects of changes in the quality, quantity or use of water on other resources.
- Must have demonstrated knowledge of micro computer operation and computer applications including GIS in the analysis and evaluation of hydrologic and related information.

**(Knowledge, Skills, and Abilities): continued**

- Must reflect demonstrated writing skill in preparing management plans and reports that clearly and concisely present scientific findings, interpretations, conclusions and recommendations.
- Must reflect demonstrated skill in reviewing and editing technical documentation and reports of the program.
- Ability to perform complex policy level tasks and problem solve with minimal assistance.
- Ability to make sound decisions and use professional judgment in prioritizing and performing assigned tasks.
- Ability to assist with the administration of the Colville Tribes water protection codes and management plans and with recommendations for code revisions.
- Ability to apply technical hydrologic and related information to integrated resource management and participate in a multidisciplinary team environment.
- Ability to work with program manager and funding agencies in designing scope of watershed program and work plans that summarize critical information relating to the objective, approach and expected results of proposed investigations.
- Ability to assist with the preparation of project budgets and reports of program accomplishments for tribal administration.
- Must have successful supervisory experience which includes the following: developing position descriptions, conducting interviews, hiring, conducting staff training and meetings, detailing assignments, workflow analysis, work performance monitoring and appraisals, public relations, motivating employees, conflict resolution, and developing and taking corrective/disciplinary action.

**TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO MEET MINIMUM JOB QUALIFICATIONS WITHIN EACH INDIAN PREFERENCE CODE.**

**CLOSING DATE:**       **Open Until Filled**, however, for consideration of first round of applicants, applications and supporting documents **MUST** be received in the Human Resources Office by **4:00 p.m., Friday, May 09, 2009**, or be postmarked by that date.

**INFORMATION:**       Confederated Tribes of the Colville Reservation  
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