QUINAULT INDIAN NATION
POSITION DESCRIPTION

POSITION TITLE: SPECIAL PROJECTS FORESTER

JOB SUMMARY

Under the supervision of the Forest Manager, provides organization, supervision, and direction for the Technical Services & Support Section of the Quinault Indian Nation (QIN) Department of Forestry including direct supervision of the QIN Inventory and Planning Foresters. Acts as Forestry’s liaison with grant funding agencies such as the Natural Resources Conservation Service (NRCS) and the Salmon Recovery Funding Board (SRFB). Acts as or provides direct support to Contracting Officers for grant funded projects including administration of related budgets. This position provides direct support to the Forest Manager and other Forestry Section Leaders in the preparation and monitoring of the Forestry budget and other administrative tasks.

ESSENTIAL FUNCTIONS

- Section Leader for the Technical Services and Support Section within the Quinault Department of Forestry.
- Provides direct supervision of the QIN Inventory and Planning Foresters including annual evaluation requirements.
- QIN Forestry liaison with grant funding agencies including the Natural Resources Conservation Service (NRCS) and the Salmon Recovery Funding Board (SRFB)
- Provides direct support to the Forest Manager and other Forestry Section Leaders in the preparation of the Forestry budget.
- Works together with the Forestry Administrative Specialist to monitor Forestry purchases.
- Provides direct support to the Forest Manager in the hiring process to replace vacant positions within Forestry.
- Works together with the Forestry Administrative Specialist to maintain the Forestry Procedures Manual.
- Prepare and administer as Contracting Officer personal and professional services, building construction and reconstruction, signs, and landscaping.
- Prepare and maintain all necessary records, reports, and correspondence.
- Determine budget and staffing requirements for special projects; administer and maintain applicable special projects budgets.
- Perform other duties as required or assigned.

OTHER JOB FUNCTIONS

Establish and maintain an effective system of communications within the organization, and establish and maintain effective working relationships with diverse groups and individuals. Make presentations to senior staff, Business Committee, QIN tribal members, and the general public as required. May represent the division, department and/or Nation at national, state, and local meetings/conferences to promote and explain QIN objectives and policies. Act as advisor to the Forest Manager, senior management, and Business Committee.
MINIMUM QUALIFICATIONS

- Bachelor’s degree with major study in forest management, forest economics, forest science, or related biological field.
- Four years progressively responsible experience in professional forestry management activities.
- Must have or be able to obtain, within the first month of employment, a Washington State driver’s license.
- Must have and maintain the ability to be insured under QIN automobile insurance.
- Knowledge of principles of administration and management.
- Knowledge of budget development and administration.
- Experience in project planning, finance, contracting, and management.
- Collaborative problem solving methods.
- Principles and practices of commercial forestry management and technology.
- Ability to train and supervise staff; motivate others and stimulate team and group processes.
- Establish clear performance expectations and evaluate based upon results.
- Analyze problems, recommend solutions and make difficult decisions.
- Effectively participate in discussions and negotiations with constituent and interest groups.
- Coordinate multiple activities simultaneously; adapt to change and remain flexible.
- Prepare comprehensive and concise reports.
- Communicate clearly and effectively, both orally and in writing.
- Operate independently with minimal supervision.

DESIRED QUALIFICATIONS

- Policy issues, regulations, and procedures of Quinault Indian Nation
- Economic, political, social, and cultural factors affecting the Quinault Indian Nation
- Operations and procedures of the division
- Forest industry practices and procedures of other governmental jurisdictions and/or agencies
- Principles, techniques and practices of human resources management, employee relations, personnel management, and development
- Laws, ordinances, rules, and regulations affecting the Quinault Indian Nation
- Cruising methods, sales, layout, logging methods, engineering, fire prevention and control
- Timber sales contract preparation and administration
- Knowledge of stand based inventory systems and long range forestry planning
- An understanding of NRCS programs and practices
- History of Quinault Indian Nation
- An understanding of Self-governance

JOB DEMANDS

Work is performed in a variety of indoor and outdoor settings for eight hours per day. Mobility is needed to perform duties and attend various meetings. Physical effort may be needed to perform on-site activities, and lift and carry heavy and awkward objects. Outdoors activities are performed in varying weather and terrain conditions. Activities may be performed in rainy and windy weather with below freezing temperatures, and may involve physical risks such as falling, slipping, tripping, and working in significant hazardous logging conditions. May participate in aerial surveys, including low level flights over target areas.

Basic communication skills such as talking, seeing, and hearing are needed for frequent telephone
usage and oral discussions with Industry representatives and various levels of tribal, state, federal, and local governmental employees. Use of hands and fingers to handle objects and control automated equipment, hand and power tools, using finger dexterity. Patience and persuasiveness are needed when interacting with other people. Must have the ability to work in a fast paced environment and meet deadlines. Necessary aptitudes include understanding instructions, numerical aptitude, precision problem solving, initiative, ingenuity, and imagination; analytic ability, memory, concentration, and judgment. May be necessary to work beyond normal working hours and on weekends.

**TO APPLY**

Applications available at [www.quinaultindiannation.com](http://www.quinaultindiannation.com). Send applications to [jobs@quinault.org](mailto:jobs@quinault.org) and please cc- Jim Plampin (Acting Forest Manager) at [jplampin@quinault.org](mailto:jplampin@quinault.org). Any questions regarding this post may be directed to Jim Plampin at [jplampin@quinault.org](mailto:jplampin@quinault.org).

This position is open until filled, **first review on June 18th, 2016**.