Job Title: Environmental Specialist-Climate Change
Closing Date: 07/01/2016

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

DISTINGUISHING FEATURES OF THE CLASS:
This position is responsible for the oversight and management of a Bureau of Indian Affairs (BIA) Climate Adaption Grant. This position will develop and implement a comprehensive climate adaptation plan for the Gila River Indian Community (GRIC). This position is responsible for coordinating a GRIC stakeholders climate adaption team which will work together to develop a Community-wide climate adaption strategy. The incumbent will be responsible for coordinating meetings, trainings, and completion of the GRIC climate adaption plan which will help the Community to successfully plan for and adapt to the effects of climate change.

ESSENTIAL FUNCTIONS:
- Develop and implement a GRIC climate change adaptation planning initiative/strategy; enabling GRIC to analyze and prepare for a rapidly changing desert southwest climate.
- Responsible for facilitating and coordinating a climate adaptation team to ensure completion of a GRIC climate adaption plan.
- Achieves financial objectives by preparing and monitoring budget in accordance with specified grant, scheduling expenditures, and analyzing variances.
- Develop and submit grant reports/deliverables, and final planning documents.
- Work with program staff to market, and deliver information relating to climate change to schools, districts and Community members.
- Pursue additional grant funding to sustain the Community’s climate change efforts.
- Attend Community, District and departmental meetings as required.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:
- Knowledge of the principles, practices and techniques of environmental planning and protection and exercise discretion and independent judgment.
- Knowledge of environmental laws such as the Clean Air Act, Clean Water Act, RCRA, FIFRA, etc.
- Ability to analyze problems, identify significant factors, gather pertinent data and recognize solutions.
- Communicate effectively, orally, electronically and in writing.
- Sound understanding of current issues related to climate change in the southwest.
- Ability to work in a fast-paced environment, manage multiple priorities and meet deadlines.
- Familiar with grant management and reporting requirements.
- Proficiency in Microsoft Office products, Excel, Power Point, and climate change models.
- Ability to analyze historical meteorological data and weather patterns and apply and compare the scientific data to local knowledge about climate and weather (Traditional Ecological Knowledge- TEK).
- Ability to establish and maintain effective working relationships with other employees, Community officials, and members of the general public.
- Ability to perform all physical requirements of the position; agree to maintain a drug-free workplace.

REQUIRED EXPERIENCE AND TRAINING:
Bachelors degree from an accredited college or university in Environmental studies, Environmental Science, Natural Resource Management or closely related field, and two (2) years of progressively responsible experience in environmental planning or natural resource management.

ADDITIONAL REQUIREMENT:
Valid state driver’s license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.

Non-Supervisory, Salary Position
Reports to Director or designee

BENEFITS INFORMATION:
• Medical – EPO or PPO Self-Funded Plan utilizing Blue Cross Blue Shield of Arizona Network
• Prescription Program
• Dental – Plan is provided through CIGNA with no deductible for preventive services or $50 (individual)/$150 (family) deductible for basic and major services
• Vision – plan benefits are provided through SightCare of Arizona and carry a $10 co-pay for exams, zero co-pay
• Life and AD&D – We offer voluntary or supplemental life insurance for Employee & Dependents through METLIFE Group Insurance. GRIC pays the full cost for your Basic Life and AD&D.

Other Voluntary Benefits –
• Aflac offers various supplemental benefit plans
• Flexible Spending Account (FSA)
• Short Term Disability
• Long Term Disability
• Employee Assistance Program
• 12 Paid Holidays
• Vacation Leave
• Sick Leave

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)
Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
Preference point for Spouse of Community Member (with proof of spouse enrollment)
Preference point for Veteran (must meet statutory requirements)
HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.
Visit our GRIC website and apply online: www.gilariver.org