



# POTTER VALLEY TRIBE



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*Chairperson*  
**Salvador Rosales**

*Secretary*  
**Rosemary Rahmaoui**

*Treasurer*  
**Losario Rosales**

## EMPLOYMENT OFFERING

### Water Resource Manager

<b>Job Title:</b>	Water Resource Manager	<b>Dept:</b> Tribal Environmental Office
<b>Status:</b>	Part-time Position (13± hrs/wk.)	<b>Location:</b> PVT Office, Ukiah
<b>Reports to:</b>	Environmental Director, Tribal Council	<b>Part-Time:</b> 0.3 fte - 13.5 hr/week
<b>Salary Range</b>	\$25-\$30/per hr., depending on experience	<b>End Date:</b> January 21, 2023

### POSITION DESCRIPTION

The Water Resource Manager (WRM) will be required to fulfill tasks under any grants and Tribal programs that are associated with water quality monitoring, water implementation projects, erosion prevention, and related forestry projects. The WRM will work with the Potter Valley Tribe's annual environmental youth campout and other education and outreach programs. These programs exist to protect the Tribe's natural resources within the watersheds of their lands. These tasks will be performed in conjunction with the activities of other Tribal Environmental Office staff and consultants. This position is funded by the USEPA Clean Water Act (CWA) 106 and/or Bureau of Indian Affairs Natural Resource programs, working under the guidance of the Environmental Director. The position may require the ability to travel periodically to local, regional, and out of state trainings and meetings. The position requires both office and outdoor field work. A strong candidate will have prior experience working in natural resource protection programs and have experience in Tribal programs.

### DUTIES INCLUDE:

- Developing procedures for water quality monitoring of the groundwater, springs, ponds, rivers, and tributaries on or impacting tribal lands
- Reporting regularly to the Tribal Council and USEPA and BIA grant officials as required
- Assist with building capacity for compiling analytical results and assisting with comparison and evaluation of data
- Writing and implementing environmental plans, creating reports, and reviewing regulatory compliance documents
- Assisting with development of a Water Quality Assessment and list of CWA activities
- Participating in developing and implementing community and education outreach programs for the water resource program.
- Utilizing GPS, ArcGIS & other mapping equipment to collect and interpret field data
- Assisting with the development of Sampling and Analysis Plan(s) and the Tribe's Quality Assurance Program Plan

## QUALIFICATIONS:

- Ability to define problems, collect data, establish facts, and draw realistic conclusions.
- Ability to write reports and business correspondence
- Strong organizational and time management skills.
- Must enjoy working with diverse groups of people.
- Must be computer literate and have a broad-based knowledge of computer programs and software.
- Must have the ability to analyze and interpret technical procedures or governmental regulations.
- Knowledge in G.I.S. and G.P.S. skills are a plus.

## MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor of Science degree from an accredited college or university is preferred.
- Or relevant work experience in water resources

## CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol -Free Workplace Policy including pre-employment drug and alcohol screening.
- Valid Driver's License in good standing, insurable on the Tribe's insurance policy. Requires DMV 5-years driving history record.
- Employees will serve a 30-day probationary period.
- Physical Demands: Candidate must be able to bend and lift up to 50 pounds, tolerate long periods of working under inclement conditions and possess a knowledge of safety.
- Potter Valley Tribe personnel are employed on an "At-Will" basis.

**Application:** Contact the Potter Valley Tribe – Community Center, or email for an application, complete, and send your resume' to: [pvtepadirector@pottervalleytribe.com](mailto:pvtepadirector@pottervalleytribe.com). Position open from January 1, 2023 until filled. Applications will also be posted on the website at the link: <https://pottervalleytribe.com/employment>

*Tribal Member preference and/or Indian preference will apply in compliance with the Potter Valley Tribe Personnel Policy, and the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Potter Valley Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964, amended in 1991.*

***Disclaimer: The list of requirements, duties and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.***