

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff according to the Tribe's Career Development Program. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to clewis@sctribe.com.

Posted 8/20/2024.

Position Closes Open until filled.

Position Title: Environmental Director

Department: Environmental

Immediate Supervisor: Deputy Director

Position Supervised: Environmental Staff

General Statement of the Environmental Director Responsibility:

Under the general supervision of the Deputy Director, the Environmental Director is responsible for administrative management, planning, decision-making, implementation and final approval for products and deliverables within the Seneca-Cayuga Nation Environmental Programs. The Environmental Director will establish environmental programs that will strive to preserve and protect Tribal natural resources for future generations, while meeting the present needs of the Tribal members. The Environmental Director will advise and consult with the Nation's Administrative staff and Business Committee in all areas pertaining to the Nation's environmental projects and concerns.

Specific Areas of Responsibility:

- Oversee and manage the Environmental Department staff.
- Administer the management, planning and preparation of grant materials for environmental programs.
- Ensure reporting requirements are met for Program grant deliverables.
- Coordinate multiple projects and determine/set priorities to meet objectives.
- Oversee development and implementation of standard operating procedures for the Department.
- Coordinate and maintain schedules of meetings, appointments, and correspondence.
- Communicate effectively, orally and in writing, to a wide audience with varied backgrounds, from grassroots to professionals.
- Coordinate and conduct public outreach and education on environmental issues.
- Establish and maintain effective communication with outside entities.
- Travel to participate in trainings, conferences and/or meetings with Environmental agencies/organizations.
- Carry out field work in various environmental programs as needed.
- Other duties as assigned.

Qualifications and Requirements:

- Minimum of a Bachelor's Degree required, related field preferred.
- Work experience with environmental and federal programs a must; experience with federal grant applications and management strongly preferred.
- Qualification to do Lead Base Paint Inspections, Risk Assessments, Lead Hazard Screens, and Asbestos Inspections preferred.
- Must have experience managing personnel and be able to work independently and with others as well as good communications skills, organizational skills and strong computer skills, including experience with common Office programs.
- Computer knowledge required. To perform this job successfully the following computer skills are required: Computer literate, including the Windows Operating System and Microsoft Word, Outlook, Excel, Power Point, Publisher, Internet Explorer, Adobe, and Data Entry.
- Experience in general office management practices and proper preparation of written correspondence required.
- Valid driver's license and ability to travel overnight as needed is required.

Tribal/Indian preference will be observed in the filling of this position.