

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-119 **Issue Date:** 07-01-15 **Closing Date:** 07-22-15

Information Management Specialist
Yakama Nation Fisheries FRMP
Department of Natural Resources
Hourly Wage: \$16.86-\$19.34 DOQ/Regular/Full-Time
Location: Yakima (Fisheries Satellite Office)

Serves as the information Management Specialist for the Fisheries Program (Superfund Section). The objective of this position is to assist the staff with Superfund Section activities throughout the Pacific Northwest, ensuring the protection and enhancement of Yakama Nation's fishery resource. Responsible for document control, literature research, report writing, data management and maintaining the public information record. Assists with organizing information to assist staff in identifying, evaluation, categorizing and prioritizing contaminated sites affecting Yakama Nation's fishery resource. Works with the Section Supervisor and staff specialists to develop project work plans, establish budgets, track project expenditures and prepare project reports. Assists with the organization and presentation of technical information. Assist in the facilitation of informational meetings for the tribal community. As directed, assists in presenting project status reports to upper management and Tribal Council. Maintains project work effort records and provides documentation of contractual deliverables.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation's Treaty and treaty rights.
- Knowledge and experience working with tribal, state and federal governments.
- Ability to demonstrate experience working with PC Operation Systems, Microsoft Office software, ArcGIS and Project Management software.
- Ability to understand specific laws, policies and guidance related directly to Superfund cleanup projects for remediation and restoration actions (including and understanding the roles and responsibilities of lead agencies, trustees and PRP's) including, but not limited to: Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Superfund Amendments and Reauthorization Act (SARA), National Oil and Hazardous Substances Pollution Contingency Plan (NCP), Resource Conservation and Recovery Act (RCRA), Natural Resource Damage Assessments (NRDA), Model Toxic Control Act (MTCA), National Priorities List (NPL), Tribal Fish Consumption Rates, Tribal Loss Services.
- Ability to gain knowledge of federal and state CERCLA sites in Washington and Oregon.
- Ability to organize, analyze, retrieve and present technical information.
- Ability to conduct literature reviews.
- Ability to communicate effectively; compose clear and concise reports, memoranda, letters and give public presentations.
- Ability to assist in drafting request for proposals and establishing final contracts for professional services.
- Ability to accomplish complicated tasks independently.
- Ability to maintain accurate records of work activities, site file information, documentation of decision points along with all Committee Actions or Resolutions associate with projects.
- Ability to develop reports and presentations.
- Ability to collaborate with tribes, federal/state/local agencies, environmental groups and industry to clean up and restore the Columbia River Basin.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree in environmental science, natural sciences, engineering or other closely related field OR an Associate's Degree with three years of professional environmental work experience.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess or have the ability to obtain a valid Washington State Driver License with the ability to obtain a valid Yakama Tribal Drivers Permit.
- Position is dependent upon project funding.