

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-154 **Issue Date:** 08-17-15 **Closing Date:** 08-28-15

Permit Specialist
Yakama Nation Water Code
Department of Administration
Hourly Wage: \$16.86/Regular/Full-Time
Location: Wapato, WA

Is responsible to manage administrative procedures to implement the permitting section of the Yakama Nation Water Code Title 60 of the Yakama Nation Law & Order Code. Work involves reviewing applications for water use permits to ensure completeness, accuracy, and compliances. Oversight of process is provided by immediate supervisor. Once approved, a record of decision is prepared. Collaborates with Water Code staff and other tribal programs relative to permitting and enforcement activities. Maintains a database, records, and files in an organized and auditable format.

Knowledge, Skills and Abilities:

- Knowledge of the Yakama Nation Water Code Title 60 of the Yakama Nation Law order Code.
- Knowledge of water resources and conservation issues on the Yakama Reservation.
- Knowledge of Tribal, State, and Federal policies and procedures pertaining to regulation of tribal water resources.
- Knowledge of and ability to use a Trimble navigation Unit (comparable to a GPS unit).
- Knowledge of the Wapato Irrigation Project (WIP) and working relationship with the Yakama Nation.
- Knowledge of basic agricultural practices in relation to water usage.
- Knowledge of the Code of Federal Regulations (CFR) relative to Water Code Administration.
- Skill in use of a computer and assorted software including Microsoft Word, Excel, access, and Power Point.
- Ability to provide geographic coordinates necessary for site mapping and site descriptions during field investigations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to implement goals and objectives as set forth in the Water Code Program Mission.
- Ability to establish and maintain effective working relationships and communication with Water Code Staff and public contacts on a daily basis.
- Ability to work in a fast pace and ever changing work environment.

General Recruiting Indicators:

- AA degree in earth, physical or biological sciences, engineering, or related natural resource field AND 1-year work experience in a comparable position. OR, a combination of education and work experience in a comparable position totaling 3-years.

Necessary Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid WA State Driver License with ability to obtain a Tribal Drivers Permit.