

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2015-227    **Issue Date:** 12-03-15    **Closing Date:** 12-09-15

**Environmental Specialist**  
**Environmental Management**  
**Department of Natural Resources**  
**Hourly Wage: \$20.49/Regular/Full-Time**

Incumbent is responsible for receiving and reviewing local, state, and federal environmental documents and project proposals that may impact or affect Yakama Nation resources or interests. Utilizes experience and knowledge of environmental laws and policies, such as the National Environmental Protection Act (NEPA), to assess and write Environmental Impact Statements, Environmental Assessments, and other appropriate documents. This information is then forwarded to Yakama Nation technical staff for review, comments, and appropriate action or follow-up. Documents will be coordinated and tracked throughout the entire review and approval process. Site visits are conducted as needed. Develops and writes grant proposals. Assists with administrative duties, such as budget preparation and monitoring. Provides general research assistance and guidance. Provides educational outreach to local communities regarding projects as appropriate.

**Knowledge, Skills and Abilities:**

- Knowledge of Tribal, State, and Federal environmental laws, acts, policies and regulations.
- Knowledge, in general, of Tribal administrative policies and procedures.
- Knowledge of and ability to exercise the provisions of the Yakama Nation Treaty of 1855.
- Knowledge of and ability to utilize a computer, database, and assorted software.
- Ability to establish and maintain effective working relationships with DNR staff and outside agencies.
- Ability to review technical environmental documents.
- Ability to establish and implement a system for tracking correspondence related to environmental projects.
- Ability to research for funding sources and develop and write grant proposals.
- Ability to communicate effectively orally and in written presentations and reports.
- Ability to maintain confidentiality when working with data and information of a sensitive or proprietary nature.

**General Recruiting Indicators:**

- Bachelor's Degree in environmental sciences or natural resources related field is required, OR, may substitute related college courses and four years of environmental work experience for required degree. A copy of college transcripts is required.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Must successfully complete a pre-employment background check.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation driver's permit.
- Enrolled Yakama preference.