

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail: cory.clairmont@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: Reserved Treaty Rights Lands (RTRL) Project Coordinator

LOCATION: Forestry-Division of Fire

SALARY: \$28.21 per hour including benefits

CLOSING DATE: Thursday, March 3, 2022 at 5:30 p.m.

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and is subject to random alcohol and drug testing. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

DUTIES:

- Able to collect and analyze forest data, such as topographical features, tree species, forest densities, basic tree measurements, insect and disease damage, habitat types, and conditions constituting fire danger.
- Must be able to read, analyze, and interpret complex documents, such as tribal and agency policy manuals, and technical manuals.
- Must be able to interact and communicate effectively with Division of Fire Staff and crews, tribal leadership, and cooperators.
- In coordination with the Prescribe Fire & Fuels Manager and RTRL cooperators, develop, write, and submit RTRL project proposals for funding approval.
- Track all RTRL project funding to ensure project funding is appropriately expended, and adequate funding is available to complete project work.
- Develop and maintain quarterly reporting forms and distribute to project cooperators for all approved RTRL projects in order to track project accomplishments, funding expenditures and remaining project funding.
- Actively seek out new RTRL projects and cooperators.
- Coordinate and facilitate RTRL meetings with a wide variety of cooperators.
- Develop and administer contracts with contractors for the completion of RTRL project work.
- Schedule work assignments for Tribal RTRL Crew, contractors, and fuels crew using RTRL funding to ensure completion of RTRL project work.
- Develop project maps for all approved and proposed RTRL projects.
- Maintain working relationships with cooperators to ensure project timelines and accomplishments are being met.
- Conduct site visits with cooperators to ensure tribal objectives, timelines for accomplishment and monitoring are being met, and for development of new RTRL project proposals.

- Coordinate with Prescribed Fire & Fuels Manager and cooperators on new project proposals, treatment prescriptions, accomplishments, and scheduling of project work.
- Collect GIS shapefiles from collaborators for all RTRL accomplishments and proposed work in order to meet national reporting requirements.
- Ensure the Prescribed Fire & Fuels Manager is kept informed on all matter pertaining to approved, proposed and possible future RTRL projects by maintaining an open line of communication with cooperators and Prescribed Fire & Fuels Manager.
- Serve as a tribal representative and technical specialist in tribal and interagency meetings, work groups and committees that pertain to all approved, proposed, and possible future RTRL projects.
- Participate in prescribed fire development, scheduling, and implementation on all Tribal prescribed fire projects.
- During emergency fire situations the incumbent will be required to participate in wildland fire suppression.
- Work with Prescribed Fire & Fuels Manager and Fuels Crew Foreman in the supervision, and scheduling of RTRL work for the RTRL Crew and fuels crew.
- Develop and write success stories, public announcements, articles, and reports for RTRL projects.
- Other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Bachelor's degree in Forestry or Resource Management or related field; or two (2) year Associates degree in Forestry or Fire related field with a minimum of four (4) years of supervisory experience in forestry or fire.
- Red card qualification as any one of the following Single Resource Boss positions (CRWB, ENGB, HEQB, FELB).
- Red Card qualification as Incident Commander Type 5 (ICT5).
- Red Card qualification as a Firing Boss (FIRB) trainee is preferred but not required.
- Possession of a valid State of Montana Driver's License is required for vehicle operation. Driving duties conducted with a valid State of Montana driver's license require BIA/Northwest Regional Office "Safe Driver Approval" and employee adherence to all responsibilities under the Bureau of Indian Affairs (BIA) Motor Vehicle Policy.
- This is a Testing Designated Position (TDP) in the Tribes' Drug Free Workplace Program, therefore incumbent is subject to random drug testing.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Computer skills – Competency in Windows based computer applications and able to learn multiple tribal and agency programs and software required for reporting and tracking RTRL project accomplishments, and developing RTRL proposals.
- Writing skills – able to develop and write RTRL project proposals.
- Organizational skills – able to track, document, and maintain an organized file for all RTRL projects.
- Strong and fair leadership, supervisory, negotiation and interpersonal skills.

SUBMIT:

1. Completed Tribal employment application (resumes are not accepted).
2. Certified copies of relevant academic transcripts, training certificates and Red Card certifications.
3. Proof of a valid Montana driver's license.
4. Tribal enrollment verification if enrolled in a federally recognized other than CSKT.
5. If claiming Veteran's preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1259.

FOR MORE INFORMATION: Contact: Darrell Clairmont, Fuels Manager @ 406.675.2700, ext. 6452.

RESERVED TREATY RIGHTS LANDS (RTRL) PROJECT COORDINATOR TRIBAL FORESTRY – DIVISION OF FIRE

The qualified applicant must possess a Bachelor's degree in Forestry or Resource Management or related field; or two (2) year Associates degree in Forestry or Fire related field with a minimum of four (4) years of supervisory experience in forestry or fire. Red card qualification as any one of the following Single Resource Boss positions (CRWB, ENGB, HEQB, FELB). Red Card qualification as Incident Commander Type 5 (ICT5). Red Card qualification as a Firing Boss (FIRB) trainee is preferred but not required. Possession of a valid State of Montana Driver's License is required for vehicle operation. Driving duties conducted with a valid State of Montana driver's license require BIA/Northwest Regional Office "Safe Driver Approval" and employee adherence to all responsibilities under the Bureau of Indian Affairs (BIA) Motor Vehicle Policy. **This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test.** Salary \$28.21 per hour including benefits. To request an application please contact the Personnel office @ 406.675.2700, ext. 1259, or visit the csktribes.org website. Closing date will be Thursday, March 3, 2022 @ 5:30 p.m.

CSKT IS A TRIBAL PREFERENCE EMPLOYER

PLEASE PUBLISH IN CHAR KOOSTA CLASSIFIED ADS:

1. Thursday, February 17, 2022
2. Thursday, February 24, 2022

**BILL TO: FIRE MANAGEMENT
P.O. BOX 278
PABLO, MT 59855**

If you have any questions, feel free to contact Cory Clairmont @ 406.675.2700 ext. 1041. FAX: 406.675.2711 or E-Mail: cory.clairmont@cskt.org