

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Environmental Scientist
Position Number: 4274
Pay Grade: S 10
Department: Environmental Services
Location: Perkins, OK
Issuing Date: November 15, 2007
Closing Date: Until Filled



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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

Summary:

This position falls within the general supervision of the Director of Environmental Services. The incumbent provides administrative and technical support to the Iowa Tribe of Oklahoma for developing and maintaining the Office of Environmental Services by performing the following duties.

Essential Duties and Responsibilities include the following:

- Oversee and manage assigned grant activities associated with the solid waste and water quality programs.
- Federal grant writing and the submission of environmental proposals and grant applications.
- Technical writing (Management plans, SOP's, codes, QAPPs, etc.).
- Grant management (budget reviews, tasks, and deliverables).
- Maintain records, files, and quality assurance documentation.
- Conduct environmental, solid waste, and water quality assessments.
- Operate Global Positioning System and create maps using Geographical Information System (GPS/GIS).
- Attend meetings, seminars, and trainings as required.
- Coordinate and participate in outreach activities including developing articles, brochures, educational materials for special events, and updating website.
- Assist OES staff in other areas of environmental concern when needed.
- Perform other duties as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Successful completion of a Bachelor's Degree from an accredited college or university in environmental sciences or a related field.
- Must possess responsible work experience where administrative and technical skills have been demonstrated.

- Preference to those with knowledge of federal Indian Law, tribal environmental regulations, and tribal government operations.
- Preference given to those applicants with grant writing and management experience.
- Preference given to those applicants who are proficient with computer skills and database development.

Physical Demands:

Must be able to conduct field monitoring activities and other essential duties in the field as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Must possess excellent ability to contribute to teamwork orientated environment while performing the essential functions of this job. Must be culturally sensitive in working with Tribal Members and possess problem-solving skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Conditions of Employment:

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test.