



## Quinault Indian Nation – Department of Natural Resources

### Position Announcement

#### Position Title: Special Projects Forester

**Location:** Quinault Division of Natural Resources – Taholah, WA

**Salary and Benefits:** Competitive salary, dependent on qualifications; moving expense reimbursement; full benefit package that includes full health insurance (no premium for individuals), 401k w/match, generous vacation & sick leave, and 14 paid holidays; Optional participation in wildland fire program

**Employment Status:** Full time, Permanent

**Closing Date:** Open until filled

#### General Description:

The Quinault Indian Reservation (QIR), located on Washington State's scenic Olympic Peninsula, includes approximately 160k acres of timberland producing 47 million board feet annually. The Quinault Division of Natural Resources is seeking an experienced professional forester to oversee the technical services program and staff.

#### Primary Functions:

- Under the supervision of the Forest Manager, provides organization, supervision, and direction for the Technical Services & Support Section of the Quinault Indian Nation (QIN) Department of Forestry including direct supervision of the QIN Inventory and Planning Foresters.
- Acts as Forestry's liaison with grant funding agencies such as the Natural Resources Conservation Service (NRCS), Salmon Recovery Funding Board (SRFB), National Oceanic Atmospheric Administration (NOAA) and may act as lead in project design, implementation and administration.
- Contract officer for various contracts such as Archeology for Section 106 cultural reports to meet NEPA requirements.
- Provides direct support to the Forest Manager, other Managers and Forestry Section Leaders with operations, technical services and other administrative tasks.

#### Qualifications:

Must have; Bachelor's degree with major study in forest management, forest economics, forest science, natural resources or related biological field and five years of professional experience, one of which must have been as a senior forester or equivalent.

Or, A.A.S degree with major study in forest management, forest science, or related biological field and Seven years progressively responsible experience in professional forestry management activities of which three years must have been as a senior forester or biologist level or equivalent.

Must have or be able to obtain, within the first month of employment, a Washington State driver's license.

Must have and maintain the ability to be insured under QIN automobile insurance.

High level of experience within forest inventory systems, salmon habitat restoration, NEPA and employee supervision is preferred.

Highly proficient with MS Word, Excel, and GIS software.

Must exhibit a high level of competency.

Able to comply with the Federal Drug Free Workplace Act.

To apply, please visit <http://www.quinaultindiannation.com/jobs.htm> and complete a QIN job application and follow all instructions. Send your application, cover letter, and resume by email to [jobs@quinault.org](mailto:jobs@quinault.org).

For further information regarding the details of this position you may contact Jim Plampin, QDNR Forest Manager at [jplampin@quinault.org](mailto:jplampin@quinault.org).

# QUINAULT INDIAN NATION POSITION DESCRIPTION

**POSITION TITLE: SPECIAL PROJECTS FORESTER**

**M2 grade 12**

## **JOB SUMMARY**

Under the supervision of the Forest Manager, provides organization, supervision, and direction for the Technical Services & Support Section of the Quinault Indian Nation (QIN) Department of Forestry including QIN Inventory and Planning Foresters. Acts as Forestry's liaison along with implementation and administration with grant funding agencies such as the Natural Resources Conservation Service (NRCS), National Oceanic and Atmospheric Administration (NOAA) and the Salmon Recovery Funding Board (SRFB). Acts as or provides direct support to Contracting Officers for grant funded projects including administration of related budgets. And provides direct support to the Forest Manager and other Forestry Section Leaders in the preparation and monitoring of the Forestry budgets and other administrative tasks.

## **ESSENTIAL FUNCTIONS**

- Section Leader for the Technical Services and Support Section within the Quinault Department of Forestry.
- Provides direct supervision of the QIN Inventory and Planning Foresters including annual evaluation requirements.
- QIN Forestry liaison with grant funding agencies including the Bureau of Indian Affairs (BIA), Natural Resources Conservation Service (NRCS), National Oceanic Atmospheric and Administration (NOAA) and the Salmon Recovery Funding Board (SRFB). On some grants will provide implementation and administration.
- Provides direct support to the Forest Manager and other Forestry Section Leaders in the preparation of the Forestry budget
- Provides direct support to the Forest Manager in the hiring process to replace vacant positions within Forestry.
- Prepare and administer as Contracting Officer personal and professional services, building construction and reconstruction, fish habitat restoration, signs, and landscaping.
- Prepare and maintain all necessary records, reports, and correspondence.
- Determine budget and staffing requirements for special projects; administer and maintain applicable special projects budgets.
- Perform other duties as required or assigned.

## **OTHER JOB FUNCTIONS**

Establish and maintain an effective system of communications within the organization, and establish and maintain effective working relationships with diverse groups and individuals. Make presentations to senior staff, Business Committee, QIN tribal members, and the general public as required. May represent the division, department and/or Nation at national, state, and local meetings/conferences to promote and explain QIN objectives and policies. Act as advisor to the Forest Manager, senior management, and Business Committee

## **JOB DEMANDS**

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Work is performed in a variety of indoor and outdoor settings for eight hours per day. Mobility is needed to perform duties and attend various meetings. Physical effort may be needed to perform on-site activities, and lift and carry heavy and awkward objects. Outdoors activities are performed in varying weather and terrain conditions. Activities may be performed in rainy and windy weather with below freezing temperatures, and may involve physical risks such as falling, slipping, tripping, and working in significant hazardous construction/logging conditions. May participate in aerial surveys, including low level flights over target areas.

Basic communication skills such as talking, seeing, and hearing are needed for frequent telephone usage and oral discussions with Industry representatives and various levels of tribal, state, federal, and local governmental employees. Use of hands and fingers to handle objects and control automated equipment, hand and power tools, using finger dexterity. Patience and persuasiveness are needed when interacting with other people. Must have the ability to work in a fast paced environment and meet deadlines. Necessary aptitudes include understanding instructions, numerical aptitude, precision problem solving, initiative, ingenuity, and imagination; analytic ability, memory, concentration, and judgment. May be necessary to work beyond normal working hours and on weekends. Teleworking from home will require adequate wifi connection and cell phone or land line connections.

## **MINIMUM QUALIFICATIONS**

Knowledge of:

- Principles of administration and management
- Budget development and administration
- Project planning, finance, contracting, and management
- Laws, policies, practices, theories, and techniques related to natural resources development and management
- Factors contributing to natural resources degradation and improvement programs
- Collaborative problem solving methods
- Appropriate software and applicable applications
- Principles and practices of forestry management and technology
- Professional principles, practices, and concepts of forestry
- Planning, research, and forestry management procedures related to resource management
- Fundamentals of silviculture
- Forest inventory techniques; appraisal techniques
- Timber management planning
- Road construction and fish habitat restoration

Ability to:

- Train and supervise staff; motivate others and stimulate team and group processes.
- Establish clear performance expectations and evaluate based upon results.
- Analyze problems, recommend solutions and make difficult decisions.
- Effectively participate in discussions and negotiations with constituent and interest groups.
- Exercise good judgment.
- Coordinate multiple activities simultaneously; adapt to change and remain flexible.
- Prepare comprehensive and concise reports.
- Communicate clearly and effectively, both orally and in writing.
- Accept direction and supervision.
- Operate independently with minimal supervision.
- Select, train, and effectively supervise.
- Define forestry research problems and determine extent and type of information needed.
- Ensure a practical application of technical knowledge.

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- Plan and maintain computer databases as required.
- Develop, organize and present forest management proposals.
- Tactfully and courteously deal with individuals and groups.
- Organize, schedule, and conduct forestry management field studies.
- Serve as technical advisor to the Forest senior management and business committee

Desired Qualifications:

- Policy issues, regulations, and procedures of Quinault Indian Nation
- Economic, political, social, and cultural factors affecting the Quinault Indian Nation
- Operations and procedures of the division
- Forest industry practices and procedures of other governmental jurisdictions and/or agencies
- Principles, techniques and practices of human resources management, employee relations, personnel management, and development
- Laws, ordinances, rules, and regulations affecting the Quinault Indian Nation
- Cruising methods, sales, layout, logging methods, engineering, fire prevention and control
- Knowledge of stand based inventory systems and long range forestry planning
- Knowledge of Code of Federal Regulations pertaining to forestry and BIA manuals.
- Able to use ArcGIS Pro for mapping projects and reporting.
- Use of Microsoft office suite and proficient in Word and Excel with understanding of database management.
- An understanding of SRFB and NRCS programs and practices
- History of Quinault Indian Nation
- An understanding of Self-governance

Training and Experience:

- Bachelor's degree with major study in forest management, forest economics, forest science, natural resources or related biological field..
- Five years of professional experience, one of which must have been as a senior forester, natural resource professional or equivalent.
- OR
- A.A.S degree with major study in forest management, forest science, natural resources or related biological field.  
Seven years progressively responsible experience in professional forestry management activities of which three years must have been as a senior forester or biologist level or equivalent.
- Must have or be able to obtain, within the first month of employment, a Washington State driver's license.
- Must have and maintain the ability to be insured under QIN automobile insurance.
- Must exhibit a high level of competency.
- Able to comply with the Federal Drug Free Workplace Act.