

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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*****VACANCY ANNOUNCEMENT*****

TITLE: Reserved Treaty Rights Lands (RTRL) Project Coordinator

LOCATION: Forestry-Division of Fire

SALARY: \$31.64 per hour including benefits

CLOSING DATE: Thursday, January 2, 2025 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, Prescribed Fire & Fuels Manager @ 406.675.2700, ext. 6452.