

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406/675-2700
PERSONNEL OFFICE FAX: 406/226-2562
WEBSITE ADDRESS: cskt.org/personnel
E-mail: sherry.dupuis@cskt.org**

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

TITLE: Shoreline Protection Administrator

LOCATION: Division of Environmental Protection - Polson, MT
Natural Resources Department

SALARY: \$31.25 to \$35.92 per hour; including Benefits: Health Insurance, Life Insurance, Retirement, Long-term Disability, and PTO & Paid Holidays

CLOSING DATE: Monday, July 13, 2026 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

This is not 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 and serve a mandatory six (6) month probationary period.** The Shoreline Protection Administrator is a full functioning level position consisting of supervisory, administrative, and management duties involving the regulation of activities and structures in Reservation waters.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Manage, administer and supervise the Shoreline Protection Office.
- Supervise staff in performing regulation of Reservation waters.
- Supervise staff in performing regulation and compliance with regards to Ordinance 87A ALCO (Aquatic Lands Conservation Ordinance), Ordinance 64A (revised) Shoreline Protection, and Ordinance 109A Marine Event Ordinance.
- Compose annual plan of operation, formulate annual budget, and oversee budget expenditures for the Shoreline Protection Office.
- Establish and maintain accounting, filing, and billing systems to process fees for 2,000 riparian landowners' structures.
- Maintain continuous architect of structures regulated by the Shoreline Protection Ordinance and Regulations.
- Determine ownership of unreported structures.
- Maintain and operate equipment with inventory of same, such as radios, snowmobiles, boats, 4X4s, etc.

- Serve as Executive Officer of the Shoreline Protection Board.
- Represent Shoreline Protection Board at public meetings and forums.
- Serve as record depository for water or shoreline structure matters, organize meetings, and disseminate documents for review.
- Serve as mediator between riparian landowners who have issues with adjoining riparian landowners.
- Perform other duties as required or assigned.

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

- Must possess a bachelor's degree in public or business administration, business management or a natural resource field, and five (5) years of increasingly responsible work in resource management with demonstrable relations aspects, **OR** in the absence of a degree, incumbent must have at least eight (8) years of progressively responsible experience in Tribal Government and Natural Resources Management.
- Must have thorough knowledge of land descriptions, location techniques, program administration, accounting, office practices and procedures, computers and software programs, including Microsoft Office Suite.
- High degree of skill using maps, plats, aerial photography, also including public speaking, written communication, and personnel management.
- Possession of a valid Montana driver's license.
- Must wear Tribal Government identification and safety apparel when conducting field activities.
- Required to successfully complete a certified online Defensive Driving course within six (6) months of hire and every three (3) years thereafter.

FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid State driver's license.
4. If applicable, please submit proof of Enrollment in a Federally recognized Tribe if other than CSKT.
5. If claiming Veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, at 406/675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact Chauncey Means - Division Manager for Environmental Protection at 406/675-2700 Ext. 7360.