



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	YES
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	NO

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: ENVIRONMENTAL POLICY ANALYST

DEPARTMENT: PLANNING

POSITION SUMMARY:

Works directly with the Environmental Policy Director in the evaluation of Federal, State and local legislative, legal and permit specific actions and assess their impacts to the Swinomish Tribal fisheries and habitat resources. This position entails the development of Tribal strategies and recommended courses of action for land use, aquatic and marine environment matters. The job will entail a mixture of technical skills associated with natural resource protection, knowledge of state and federal environmental protection rules and laws, and the ability to work with both Tribal and non-tribal partners. Excellent writing skills are essential.

SUPERVISED BY: ENVIRONMENTAL POLICY DIRECTOR

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Work directly with Environmental Policy Director to develop and implement Natural Resource protection strategies and policies that will protect and restore Swinomish Tribe fishery habitat resources.
- Analyze policy and permit proposals for potential impacts to terrestrial, aquatic and marine habitat, ensure appropriate mitigation for development proposals and draft technical comment letters addressing technical, legal and policy issues.
- Actively engage with Skagit River System Cooperative and Northwest Indian Fisheries Commission staff on various habitat policy matters to insure consistency with Tribal resource protection policies.
- Engage in local and state land use and shoreline planning processes and draft policy positions for the Tribe.
- Develop and implement SITC climate change strategies.
- Build relationships with local environmental groups, local government staff and others to advocate for natural resource protection and restoration.

- Review water rights applications to insure consistency with Tribal resource protection positions
- Review Federal, State and local legislative proposals to evaluate impacts to Tribal resources.

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION:

- B.S. degree in Fisheries or Natural Resources required.
- Master’s degree in Fisheries or Natural Resources preferred.
- Minimum 5 years working on Natural Resource Policy issues.
- Must have experience working with or for Tribal Governments.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Knowledge about salmon habitat and challenges associated with their sustained growth, recovery and protection
- Familiarity with Federal and State Natural Resource regulations including the Clean Water Act, NEPA, SEPA, Growth Management Act, Shoreline Management Act, Army Corps regulations, and the Endangered Species Act
- Ability to communicate clearly on complicated issues
- Excellent writing skills.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of health programs manager is considered an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____