



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	9032537003	Last Revised:	09/30/2018
Position Title:	Watershed Coordinator	Department:	Natural Resources
Reports to:	Water Quality Section Supervisor	Division:	Agriculture and Natural Resources

Primary Function: Responsible for developing and implementing watershed management plans for Eastern Band of Cherokee Indians in-trust lands. This will Works closely with government agencies, non-profits, and individual citizens in the community to meet water quality protection and stream restoration objectives. Manages stream restoration survey, design, construction and contract oversight. Prepares grant applications and technical reports; Completes resource impact analysis in support of Tribal and federal regulatory requirements.

Job Duties & Responsibilities:

- Interact with internal and external customers / clients in a polite and professional manner.
- Oversees development and implementation of EBCI watershed management planning initiativesCollects and analyzes land use and aquatic resource information, identifies and clarifies stakeholder concerns, contributes to establishment of watershed protection and restoration goals, and supports identified restoration and protection strategies
- Prepares technical documents dealing with water quality, stream channel stability, and land-use
- Plans and coordinates aquatic habitat assessments and enhancement projects for aquatic species, primarily fish and macro invertebrates within Tribal property as well as work directly with possessory holders.
- Provide leadership in community outreach efforts related to watershed planning. This includes developing and disseminating outreach materials to stakeholders at venues such as community meetings and networking among agencies, organizations and individuals.
- Represents the EBCI Natural Resources on local, regional, and national committees and boards related to watershed management disciplines
- Manages the 319 Grant Program, including preparing applications, maintaining financial records and budgets, and preparing and submitting reports to EPA Region 4.
- Manages the development and maintenance of watershed management data-bases
- Analyzes data, prepares graphs, charts, tables, maps and associated reports.
- Reviews project plans, and prepares regulatory documents and permits associated with the protection of water resources from non-point source pollutants .

- Researches grant funding opportunities for enhanced operations or expansion.
- Files reports as required to ensure compliance with grant conditions and regulatory requirements.
- Performs other coordinating function and other environmental related duties as assigned by the Natural Resources Manager.

**Education
/Experience:**

- B.S. Degree in environmental sciences, water resources, or a related natural resource management field required.
- 1-year of experience in water resource management required.
- Valid driver's license is required, with the ability to obtain CDL if needed.
- Minimum of 5 years' experience in watershed planning, design and construction required.
- Minimum of 5 years of project supervisory experience is required.

Minimum requirements include: Senior level Watershed Management experience, leadership or management role coordinating with Federal, State & other Tribal Nations, non-governmental organizations and the general public. Must have ability to receive Certified Professional in Erosion & Sediment Control (CPESC) Certification. Must also have ability to receive North Carolina Certified Floodplain Manager Certification (NCCFM). Must have proven success in identifying and procuring grant funding for watershed based and water quality based projects. Must have experience in compiling and analyzing water quality data and presenting scientific data both in written and oral format as required. Ability to review watershed management plans and stream restoration designs to ensure improvement of stream channel stability and watershed resource improvement. Requires proficiency in Microsoft Office including Word, Excel, Access, PowerPoint, ArcView Geographical Information System (GIS) and River Morph.

Job Knowledge:

Required qualifications include working knowledge of watershed issues, non-point source pollution remediation strategies, and watershed management. Must have demonstrated ability to effectively coordinate and manage a complex multi-organizational project and technical information to a variety of audiences.. Expertise with stream survey, design, water modeling, data analysis and stream restoration construction and project management is preferred. Must have proficiency in the use of MS Word and Excel and an understanding of geographic information systems (GIS) and their use in watershed planning. Must have ability to work effectively with individuals, groups, and units of government as well as strong written and verbal communication skills.

**Complexity of
Duties:**

Must be able to simultaneously coordinate multiple projects with multiple partners. This position requires a high level of technical, communication, and administrative knowledge and skills.

**Contact with
Others:**

Internal EBCI contacts occur on a daily basis with co-workers, supervisors, and EBCI leadership. External contacts include federal and state agency representatives, NGO partners, educators, grant administrators, contractors, and the general public. Have daily contact with Office of Environment & Natural Resources staff as well as other office staff and individuals from other Tribal programs and divisions. Frequent contacts are made with BIA, US Forest Service, USDA, EPA; local land based funded universities and Cherokee schools. Works with outside environmental professionals on the state, regional and national levels. All contacts are for the purpose of exchanging or providing information and require tact, courtesy and professional decorum. In some cases, the incumbent will be required to represent the Tribe in a professional manner on various forums and committees.

Confidential Data:	The incumbent is responsible for highly confidential material including environmental data, government reports, financial information, and more. Has access to departmental memos, select grant agreements, select contracts, and other Tribal correspondence considered confidential. A high degree of discretion must be used when considering what information should be shared. Data produced by the Office of Environment & Natural Resources has the potential to be misinterpreted and should be kept confidential until the appropriate time for release. Must adhere to Tribal confidentiality policies wh.
Mental /Visual /Physical Effort:	High levels of concentration and close attention to detail are required while overseeing multiple projects. Required physical activities associated with this position are split between the outdoor environment and indoor office environment. Job duties require regular physical exertion such as walking or climbing over wet, rough, uneven and/or rocky surfaces; bending, crouching, stooping or reaching to observe, collection and/or record field data. Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Will be exposed to inclement weather situations and varying conditions associated with working in stream and river environments. Must be able to operate and maintain power boats, four-wheel drive vehicles, ATV/RTV, various laboratory and field equipment.
Environment:	Approximately 40% of time will be spent in an office setting with the remaining 60% spent in the field.
Scope of Supervision:	The incumbent shall have no employees to supervise.
Supervision Received:	The incumbent is primarily accountable to the Water Quality Office Supervisor
Resourcefulness and initiative:	The incumbent must be able to work independently and inherently be highly self motivated in executing work plans generated in collaboration with Water Quality Section Supervisor.
Responsibility for accuracy:	A high level of accuracy is required to ensure proper data collection, analysis, and reporting are maintained. Complex scientific and policy information must be conveyed in an accurate and timely manner.