**SUPERVISOR – REGULATORY COMPLIANCE**

*Position Description*

<table>
<thead>
<tr>
<th>Program:</th>
<th>Natural Resources</th>
<th>Reports to:</th>
<th>Director – Natural Resources</th>
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<tbody>
<tr>
<td>Division:</td>
<td>Agriculture &amp; Natural Resources</td>
<td>Position Number:</td>
<td>932516004</td>
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<tr>
<td>Classification:</td>
<td>Exempt</td>
<td>Revision Date:</td>
<td>10/01/2022</td>
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<tr>
<td>Pay Level:</td>
<td>14</td>
<td>Safety Sensitive:</td>
<td>No</td>
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**PERFORMANCE EXPECTATIONS**

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

**POSITION PURPOSE**

Oversees the coordination of EBCI environmental regulatory programs for projects on Tribal lands. Under minimal supervision, performs a variety of professional duties, including administering interagency agreements, managing environmental regulatory databases and permit systems, and ensuring compliance with Tribal and federal regulations. Works with stakeholders and other EBCI government divisions to develop strategies and approaches for the administration of complex scientific regulatory programs and projects. Position supervises Natural Resource Department regulatory staff.

**ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES**

- Oversee implementation of environmental regulatory programs including permitting, compliance inspections, and incident investigations as directed by EBCI code and federal regulations.
- Administer environmental permitting and compliance programs as delegated by EBCI statute to the Division of Agriculture and Natural Resources including but not limited to animal disease traceability, livestock and wildlife possession, mosquito control, floodplain development, water and air quality, stormwater, soil erosion and sedimentation control, open dumping, junk cars, and hazardous materials management.
- Collaborate with other departmental and external partners to ensure efficient delivery of environmental permitting services to the Cherokee public, other Tribal divisions, or private industries.
- Act as a liaison with internal EBCI governmental divisions and federal regulatory bodies to develop interagency agreements and protocols.
- Manage existing grants and seek funding for project priorities.
- Develop tribal budget needs.
- Lead in developing, maintaining, and ensuring departmental compliance with standard practices and procedures for environmental regulatory programs.
- Assist Natural Resource Manager in developing and revising Tribal codes and administrative regulations as necessary.
- Employ up-to-date technologies to maintain centralized regulatory compliance database and permitting system.
- Research complex policy issues and formulates courses of action to resolve or negotiate environmental regulatory solutions.
- Oversee the development of environmental reviews and/or environmental assessments in accordance with National...
Environmental Protection Act and other federal guidelines.

- Develop communication materials, prepares reports, and makes presentations to the public and Tribal leadership
- Interact with internal and external customers / clients in a polite and professional manner.
- Supervise the Natural Resources Department’s regulatory staff, assigning tasks, establishing and communicating performance goals, measuring deliverables, and conducting performance evaluations.
- Travel as required on a periodic basis to attend training and represent the Natural Resources Department at various meetings.
- Must be able to obtain specific licensure or certification in environmental regulatory systems as required by supervisor including but not limited to North Carolina Certified Floodplain Manager certification.

**Scope of Supervision:**
This position is supervised by program leadership. This position is not responsible for supervising others.

### MINIMUM MANDATORY QUALIFICATIONS

| Experience: | Five (5) years of experience involving the implementation of environmental programs required. |
| Education:  | Bachelor’s degree in natural resource management, environmental science, biological or physical science, or related scientific field required. |
| Licenses & Certifications: | Valid insurable NC driver’s license. |

### KNOWLEDGE, SKILLS, & ABILITIES

**Key Job Knowledge:**

- Employee should have a sound understanding of business communication, program administration, and environmental policy implementation.
- Knowledge of principles, theories, methods, and techniques of natural resources management and environmental protection is required.
- Must have knowledge of federal, state, tribal, and local environmental regulations and laws.
- Employee must have advanced ability to analyze, interpret, explain, and apply relevant laws, regulations, ordinances, policies, and procedures.
- Provide proactive leadership in administering and managing regulatory functions.
- Ability to represent the Tribe in a positive manner and maintain effective working relationships with representatives of other government agencies and the public.
- Must have strong written and verbal communication skills to present complex information and resolve compliance issues.
- Must be able to work independently and as a member of a team.
- Ability to provide guidance and leadership to staff to accomplish overall work objectives.
- Requires the ability to use departmental specific technology, general office software, and ArcGIS platforms.

**Safety/Accuracy Focus:**
A high level of accuracy is required when performing environmental reviews and assessments, evaluating and analyzing information, and completing paperwork. Incorrect procedures could have significant implications with more serious failures compromising natural resource integrity, grant awards and in some cases employee safety. Responsible for ensuring departmental safety protocols are followed and correct personal protective equipment are worn by self and staff in field settings.

**Key Relationships:**

Internal contacts occur on a regular basis with coworkers and the Natural Resource Department manager. Additional EBCI close contacts will include Division supervisors/project managers, Tribal attorneys, and Tribal leadership. External contacts include federal and state regulators, grant administrators, construction contractors, engineering firms, business owners, home /
landowners, and the general public. All contacts are for the purpose of exchanging or providing information and require tact, diplomacy, and professional decorum. This position will be given a moderate amount of guidance from outside entities.

**Resourcefulness & Initiative:**
Supervisor - Regulatory Compliance will be responsible for working independently and making complex decisions with minimal supervision.

**Discretion – Confidential Data:**
Has access to departmental memos, data, and sensitive tribal correspondence considered highly confidential. As a supervisor the employee will have access to private personnel files. A high degree of discretion must be used when considering what information should be shared. Must adhere to Tribal confidentiality policies while performing job duties.

**Complexity of Duties:**
Follows well-defined guidelines and procedures as outlined by both Federal, state, local and Tribal statutes, regulations, and policies. Must be able to make decisions based on complex regulations and scientific data. Must keep daily log of activities. Must be able to prepare technical documents, reports, and GIS based evaluations that are accurate and correct.

**PREFERRED QUALIFICATIONS**
Graduate degree with major course work in biological, environmental, or physical science.

**WORK ENVIRONMENT**

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<tr>
<th>Work Environment:</th>
<th>Approximately 70% of time will be spent in an office setting with the remaining 30% spent in the field. Will be exposed to inclement weather, natural landscapes and water bodies, and varying terrain. Travel is also required for training and meeting needs.</th>
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<tbody>
<tr>
<td>Mental/Visual/Physical Effort:</td>
<td>Concentration varies from slight to intense depending on the task. While performing job duties, employee is routinely required to walk, sit, stand, climb, bend, crawl, reach with hands and arms, speak and hear. Required physical activities associated with this position is mostly split between the outdoor environment and indoor office environment, with a high majority of the indoor time spent at a computer terminal. Some time outdoors will be required gathering data, visiting work sites and other environmental media sites with contractors and staff. Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis.</td>
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**OTHER**

<table>
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<tr>
<th>Confidentiality:</th>
<th>All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.</th>
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<tbody>
<tr>
<td>Background Investigation:</td>
<td>All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.”</td>
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<td>Drug Screening:</td>
<td>All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.</td>
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**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.
ACKNOWLEDGMENT

I have reviewed the content of the SUPERVISOR – REGULATORY COMPLIANCE position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

__________________________________________________________________________

Employee (printed name)  Employee (signature)

__________________________________________________________________________

Date

__________________________________________________________________________

Supervisor (printed name)  Supervisor (signature)

__________________________________________________________________________

Date