

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-79

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Environmental Specialist
OPENING DATE: December 9, 2015
CLOSING DATE: December 31, 2015
DEPARTMENT: Environmental and Natural Resources/Environmental
SALARY RANGE: NE-12; \$35,152 - \$52,728

Position Summary:

Under general direction of the Environmental Manager, the Environmental Specialist protects the land, natural resources, and ecosystem conditions of the Pueblo of Laguna by assessing environmental impacts of past, present, and future operations. Conducts tests and field investigations to obtain data for use to determine sources and methods of controlling pollutants in air, water, and land. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Provides assistance in establishing goals, objectives, and initiatives of environmental programs in accordance with the Environmental Protection Agency (EPA) grants and needs of the Pueblo.
- Achieves financial objectives by preparing and monitoring budgets in accordance with specified grant, scheduling expenditures, and analyzing variances.
- Secures additional funding for environmental programs for the continuation and expansion of program services.
- Accomplishes environmental objectives by establishing action plans and deadlines, and leading personnel in their responsibilities in accordance with defined objectives.
- Coordinates planning, testing, and operational phases of each program.
- Keeps agencies and Pueblo leadership informed through submission of monthly, quarterly, and annual reports; analyzes reports to evaluate program effectiveness and budgetary needs.
- Provides technical assistance to the Pueblo concerning environmental issues and documents.
- Conducts inspections of environmental issues located throughout the Pueblo of Laguna.
- Enforces and communicates the Pueblo's Solid Waste Code.
- Fulfills the responsibilities of the EPA General Assistance Program (GAP) work plan.
- Complies and updates annual Quality Assurance documents.
- Acts as liaison between the Pueblo of Laguna and federal state, tribes and other environmental agencies on all environmental issues.
- Communicates with co-workers, management, vendors and the general public in a courteous, professional, customer focus manner.
- Maintains professional and technical knowledge related to position by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort toward accomplishing tasks and achieving related results as required.
- Consistently applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

Associates Degree in Environmental Sciences, Environment Health, Natural Resources, or related field required. Must have at least two (2) years of environmental field work. Bachelor's Degree in Environmental Sciences, Environment Health, Natural Resources or related field preferred. An equivalent combination of education and experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government

Job Announcement No. 2015-79 Environmental Specialist

operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Environmental Specialist is designated at a **Moderate Risk Public Trust (MRT)** position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Abilities, and Skills:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of environmental issues and their impact as well as methods to manage resources effectively to correct deficiencies or problems.
- Knowledge of research methodologies and data analysis.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Ability to communicate effectively in the English language, and preferably in the Laguna language, both verbally and in writing.
- Ability to establish and maintain good working professional relationships with co-workers at all levels
- Ability to interpret applicable federal, state, county and local laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.
- Ability to create and present effective speeches and presentations.
- Ability to make solid decisions and exercise independent judgment.
- Ability to work independently, handle multiple tasks, and meet strict time lines.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Skill in operating business computers and office machines, including Windows environment, specifically Word, Excel, Access, Outlook, and presentation software such as PowerPoint.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLemployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES