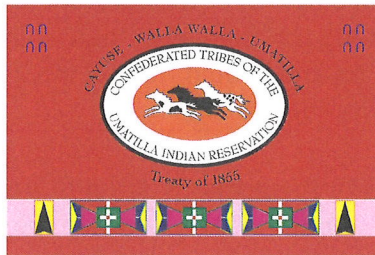


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Forester

**SALARY:** Pay Range: 9  
\$52,071.48 to \$91,236.12 annually  
DOE/DOQ

**DEPARTMENT:** Department of Natural Resources: Range, Agriculture and Forestry Program

**LOCATION:** Position located at Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with benefits package  
Exempt

**SUPERVISED BY:** Supervisory Forester

**OPENING DATE:** March 12<sup>th</sup>, 2024

**CLOSING DATE:** April 4<sup>th</sup>, 2024

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

## **DNR Mission Statement**

To protect, restore, and enhance the First Foods - water, salmon, deer, cous, and huckleberry - for the perpetual cultural, economic, and sovereign benefit of the CTUIR. We will accomplish this utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resource policies and regulatory mechanisms.

## **DNR- Range, Ag and Forestry (RAF) Program Mission Statement**

In support of the DNR Mission, the Range, Ag, and Forestry Program mission statement is as follows:

To protect, restore and enhance first foods through stewardship of range, agricultural and forested lands to provide cultural, ecological, economic and social benefits for the Confederated Tribes of Umatilla Indian Reservation. In accomplishing this mission the Range, Agriculture and Forestry program encourages stakeholders to conserve, develop and use natural resources for long term sustainability.

Food plants of cultural importance to the CTUIR and under direct management of the Range, Ag. & Forestry Program includes several roots species generally distributed in rangelands, and huckleberry and other fruits and shrubs in forested environments. Therefore, the management of forested lands must take into account ecological processes that protect and enhance these foods in addition to providing forage and habitat for upland wildlife species while retaining healthy and resilient forests.

The Forestry program is responsible for the ecological enhancement, economic development and sustainable use of forest resources of allotted, Tribal trust and Tribal fee patent lands for the Confederated Tribes of the Umatilla Indian Reservation. The forester develops, implements, and continues programs designed to secure optimum conservation and utilization of soil, water, and forestry resources to provide a fair and reasonable income to Indian landowners consistent with other resource values.

Forestry staff work to develop healthy forest environments, ensure proper tree selection and stocking for the given environment of each stand, provide specifications for prescribed burning and develop management scenarios for enhancement of big game and culturally sensitive food plants. The CTUIR employs the best available science to forward our mission through participation in policy, administrative processes, public outreach and education

## **GENERAL STATEMENT OF DUTIES**

The Forester supports the CTUIR Range, Ag. & Forestry Program by developing and administering vegetation treatments and associated activities to carry out provisions of CTUIR's First Foods Mission and Forest Management Plan in a manner consistent with Federal codes and regulations. The Forester works to enhance habitats for First Foods, and to promote healthy, resilient, and productive forestlands under CTUIR ownership. The Forester will consider and incorporate

alternatives for forest land management as they pertain to the overall goals and objectives of the CTUIR. Criteria for comparing and assessing management alternatives may include on and off site environmental effects, cost/benefit analysis, and interrelated social and economic factors.

## **EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

1. Forest Management: Serves as a staff specialist for recommending, developing, reviewing, and implementing both commercial and non-commercial silvicultural treatments on the Umatilla Indian Reservation. Participates in the preparation and execution of management projects associated with implementation of the CTUIR Forest Management Plan.
2. Project Supervision: Responsible for overseeing project operations and forest stand treatment activities on the Umatilla Indian Reservation forested areas to meet safety protocols, project specifications and reporting requirements.
3. Forest Inventory /Evaluation: Conducts examinations of forest stands and evaluates the conditions found. Recommends actions to achieve goals and objectives of the CTUIR Forest Management Plan. Assists with cruising of forest stands and prepares reports of current timber volumes necessary for appraisal of land values.
4. Forest Development: Develops and implements pre-commercial silvicultural prescriptions and/or actions for treatment of forest stands to maintain healthy yet fully stocked conditions.
5. Timber Sales: Recommends, plans, and executes contract timber sales to achieve resource management objectives. This includes sale design; layout, cruising and marking; and timber sale contract inspections to ensure compliance with the standards and guidelines in the CTUIR Forest Management Plan as well as all applicable rules and regulations. Assists with ensuring collection of Trust Funds consistent with regulations and mandates of the Trust Asset and Accounting Management System (TAAMS).
6. Environmental Compliance: Assists in the preparation of Tribal permit application, environmental analysis reports and biological evaluations necessary to comply with provisions of the National Environmental Policy Act, Endangered Species Act and CTUIR mandates and laws.
7. Collateral Duty: Provides support to staff of CTUIR programs as time and funding allow. Acquire membership and participate in professional organizations that work to maintain and enhance ecosystem function on the Umatilla Indian Reservation.
8. Fire/Fuels Program: Participation in the Bureau of Indian Affairs Fire Program is extended to each Range, Agriculture and Forestry Program member. Employees working in forested environments are strongly encouraged to participate in fire suppression and prescribed fire.

**Service Objectives**

**Responsibilities to Tribal Community**

1. Responsive to community goals and Tribal treaty rights for natural resource protection and restoration for the purpose of maintaining an active Tribal culture.
2. Performs job in a professional and ethical manner.
3. Courteous and respectful to community members.

**Supportive Work Environment**

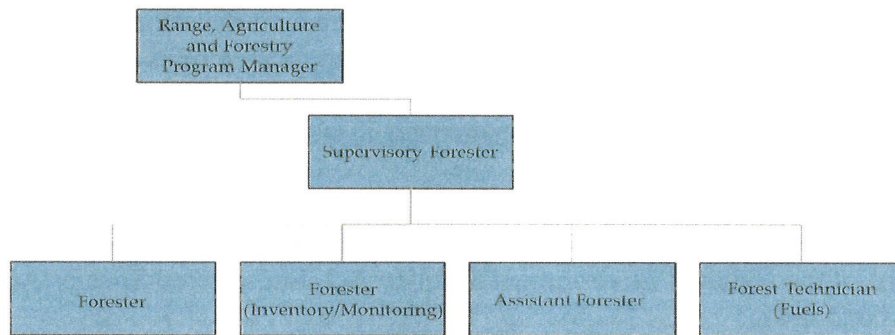
1. Support a positive work environment.
2. Communications.
  - a. Keep others informed of work issues and programs by maintaining quality communications.
  - b. Work at the most direct and immediate level to resolve issues of conflicting personalities and needs.
3. Develop and maintain proactive working relationships with funding agency contract officer technical representatives.

**Organization Improvement**

1. Commitment to a philosophy of quality.
2. Display proactive view initiative and creativity to resolve problems, capitalize on opportunities in the job and assist co-workers when possible.
3. Cost-effective use of CTUIR's resources.

**Forestry chain of command:**

*The position will be under the direct supervision of the Supervisory Forester*



**SUPERVISORY AUTHORITY:**

None. May occasionally supervise seasonal technicians, college interns, or external technician teams.

**SIGNATORY AUTHORITY:**

None

**ACCESS TO SENSITIVE AREAS:**

Forester will be responsible for overseeing, creating and maintaining trust documents containing sensitive information covered by the Privacy Act 1974.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Bachelor of Science degree in forestry or related natural resource field including at least 18 semester hours course work in basic and applied forestry sciences including courses in such areas as forest and range plants, and forest sampling, inventory, measurement, and analysis techniques as applied to a variety of forest resources. At least 15 semester hours of directly related courses in the silviculture, reforestation methods, and timber stand improvement procedures sufficient to develop and prescribe proper silvicultural treatments and a minimum of one year of professional level experience in natural resource management. A minimum of three years of professional level experience in forest management. A Master of Science degree from an accredited university or college in Forest Management can be substituted for two years' experience.
2. Basic knowledge of environmental and cultural resource laws, and willingness to gain expertise on regulations and policy in relation to trust responsibilities (i.e. National Environmental Policy Act, Clean Water Act, Pacific Northwest Electric Power and Conservation Act, National Historic Preservation Act, Archeological Resources Protection Act).
3. Willingness to gain knowledge of Confederated Tribes of the Umatilla Indian Reservation policies and administrative procedures relating to natural resource management and planning to coordinate examination of environmental consequences and development of action alternatives. Desire to gain understanding of Native American retained rights as provided by treaty or recognized law.
4. Basic to advanced proficiency in Geographic Information System technologies. Demonstrated comprehension of computerized mapping and database management technology sufficient to request, interpret and monitor computerized natural resource information. Experience using computer software programs MS Word, Excel, and Access. Ability to design and plan forest resource surveys, inventories, timber cruises, forest development activities and timber sale unit lay out.
5. Ability to communicate with other natural resource management disciplines effectively and constructively both orally and in writing.
6. Must have a valid driver's license and must be insurable. Individuals will be required to drive a Tribal GSA vehicle to perform job duties. Must be able or willing to learn how to operate mechanical equipment including but not limited to off road vehicles (ATVs), chainsaws, and assorted tools.
7. Demonstrated punctuality, self-motivation, confidence, and a drive to complete assigned tasks.

**PHYSICAL DEMANDS:**

1. Ability to use standard Desktop and Laptop computers.
2. Ability to stand and walk for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to work outdoors over rough, uneven terrain, often in inclement weather.
5. Ability to lift up to 50 pounds.

Pursuant to Tribal Worker’s Benefit Code, Section 4.02.A. “All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker’s ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code.”

**SELECTION PROCESS:**

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employees hiring, promotion, and transfer decisions.
2. Veteran’s Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant’s qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

**DRUG FREE WORKPLACE:**

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

**APPLICATION DEADLINE:**

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY**

**THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

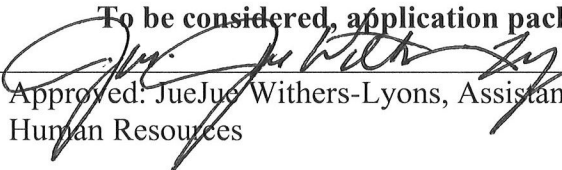
**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe. (if applicable).
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214. (if applicable).

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

Approved:  JueJue Withers-Lyons, Assistant Director, Office of Human Resources

3/12/2024  
Date

**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee’s personnel file when/if hired for this position.)*

Applicant Signature

Date

