

Sisseton Wahpeton Oyate

Job Description

Job Title: Director, OEP

Reports to: Tribal Chairman

Summary:

The position is responsible for the management of the Office of Environmental Protection Program; to build program infrastructure as environmental issues evolve; Provide Administrative Structure and direction to the Office of Environmental Protection Program staff.

Duties and Responsibilities:

- Manages, coordinates and prepares the General Assistance Program grant proposals and applications; responsible for the administrative oversight of all environmental grants;
- Cross train for all OEP positions to be certified in Brownfields, 106,319 and future position for OEP. Attend appropriate training yearly to stay certified.
- Train new staff on job duties, grant writing, workplans/proposals and budgeting.
- Work closely with EPA and/or State to complete investigation that may arise from the Executives and/or Tribal Council.
- Manage, coordinate, and prepare the BIA grant proposals and applications.
- Manage and coordinate recycling program. Provide recycling services to the tribal programs and seek funding for recycling program to continue to provide this service to the tribal programs.
- In the event of a vacant coordinator position, ensure that program needs are being met in order to remain compliant according to approved work plan or until the position is filled.
- Acts as point of contact between agencies should any environmental issues arise that warrant immediate action and collaboration;
- Oversees, prepares, and administers the budget of the Office of Environmental Protection;
- Perform administrative oversight of programmatic compliance on all EPA grants, (i.e., CWA Section 106, CWA Section 319, Brownfields TRP, CAA Section 103, Underground Storage Tank, BIA/USGS, National lakes Assessment), and, any new grants;
- Assist Brownfields Program in completing assessments and cleanups on Brownfields Sites within the Lake Traverse Reservation by applying for funding through EPA. Assist with oversight of these projects to ensure projects and reports are accurate.
- Assist Water Quality Programs with the sampling and analysis of water samples by following QA/QC procedures outlined in the QAPP.

- Perform administrative oversight of financial compliance on all EPA grants, including ensuring procurement policies are followed and cuff accounts are up to date;
- Monitor the submission and approval of EPA work plans and budgets;
- Oversee the enforcement and implementation of the Environmental Protection Code to ensure environmental regulations are upheld and permitted facilities are in compliance;
- Develop and maintain an enforcement/compliance assistance program with appropriate staff to strengthen the legal infrastructure of OEP;
- Participate in all Tribal consultation meetings regarding environmental matters as directed by the Tribal Chairman
- Pursue alternative funding sources for the cleanup of existing open dump sites;
- Will provide oversight and guidance in the inventory and documentation of all open dump sites located within reservation boundaries;
- Ensure environmental education and outreach activities are aggressively pursued for the greatest impact to the general population;
- Participate in the annual General Council meeting held in December by providing updated program information and progress;
- Participate in monthly Environmental Protection Advisory Committee meetings to obtain their district environmental concerns;
- Update the Environmental Management Plan at least every three years utilizing program staff and EPAC;
- Insures the timely and appropriate preparation of supply requests, purchase orders, time sheets, travel authorizations and similar administrative forms and documents for submission to the Tribal Chairman and/or Tribal Finance/Personnel.

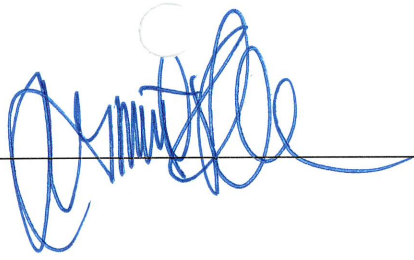
QUALIFICATION REQUIREMENTS:

- AA Degree in Environmental Science or related fields plus (3) three years of work experience in public/private administration.
- Must have at least one year of experience in grant/contract management, budget development/management and personnel administration.

SKILLS:

- Word processing, data base development and management, budget development and management and computer proficiency is required.
- Basic bookkeeping and accounting skills preferred.
- Interpersonal communication, organizational and problem solving skills are also necessary.
- Applicants will also be asked to provide appropriate work related writing samples.

Approved

A handwritten signature in blue ink, consisting of several loops and a central vertical stroke, positioned over a horizontal line.

Date

10-15-24