

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Forestry Program Manager**

---

**EXEMPT: Yes**

**TARGET SALARY: \$20.69 to 34.34/DOQ**

**PROGRAM: Forestry**

**REPORTS TO: General Manager**

---

**JOB CODE: 2-M T3**

**SHIFT: 8:00 to 5:00**

**LOCATION: Forestry**

**SUMMARY:** Responsible for all forestry activities for the Makah Indian Tribe. Provides short and long-range resource planning of complex timber management program involving varied ecosystems that have far-reaching effects on the well being of the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Plans, supervises, and/or conducts timber cruises for timber sales, forest inventory data, and continuous forest inventory (CFI) data.

Oversees the compilation and statistical analysis of various forest resource inventories.

Reviews and/or prepares technical narratives including associated graphs, maps and references for timber sales, reports and the Makah Forest Management Plan.

Compiles information and assists the General Manager in the preparation of reports and reviews for the Makah Tribal Council and the U.S. Department of the Interior.

Responsible for the preparation, compilation and implementation of the Makah Forest Management Plan. Develops and manages forest management budgets. Responsible for the planning and/or supervision of timber sales and commercial and noncommercial stand treatments; and, for the development of policies and procedures that prescribe the preparation and approval of timber sale packages.

Conducts and/or reviews reconnaissance of proposed timber sale units to evaluate stand conditions and other natural resource conditions for use in timber sale contracts which includes the environmental assessments, Forest Officer's Reports and timber sale contracts.

Leads and supervises forest technicians and foresters, in cruising, inventorying, surveying and other activities.

Responsible for the planning and/or supervision of timber sales and commercial and noncommercial stand treatments.

Develops and manages forest management budgets.

Reviews and/or prepares cost analysis and appraisals of timber sales, various harvesting methods, commercial and non-commercial timber stand treatments and other forestry and engineering projects.

Provides and presents recommendations to the General Manager and Makah Tribal Council on the management of the forest based on environmental, biological, cultural, economic and safety concerns.

Performs employee evaluations of forest management staff.

As a member of the Makah Forestry Management team, assists and directs other members so as to enable the team to meet their goals and objectives.

Directs and/or supervises the management of the Makah Forestry Nursery, reforestation and survival study projects.

Trains foresters and technicians to handle increasingly technical duties and responsibilities.

## **QUALIFICATIONS REQUIREMENTS**

### **EDUCATION AND EXPERIENCE:**

Bachelor of Science in Forestry or Engineering.

Four (4) years of professional forestry experience and two (2) years supervisory experience.

### **NATURE OF WORK:**

This is a professional forester position with a high degree of management responsibility. The position functions under the General Manager who provides the general goals of the overall forestry program. These goals are to be accomplished with little or no supervision. Work is reviewed at appropriate intervals for accomplishment and implementation of these general goals.

The incumbent's professional and technical expertise, planning, recommendations, and decisions are critical to the development and management of Makah Forestry. They have direct impact upon current and

future forest revenue as well as potential for significantly impacting the forest ecology.

Equally important is the incumbent's written and oral communication skills and interaction with Makah Tribal members, governmental officials (tribal, state and federal), Makah Tribal Departments, Makah Forestry staff, Makah Forestry Enterprise staff, and other natural resource professionals.

The position requires the development, implementation, improvement, and supervision of new and existing programs. Work assignments are varied by nature and require the application of both existing and innovative forestry applications and management techniques to obtain economic, social, cultural and environmental goals. The incumbent is expected to remain current on recent advances in forestry and other natural resource disciplines.

Maintaining and improving the economic return of forest products while conserving other forest resource values to the Makah Tribe is of primary importance. The incumbent is expected to know market conditions and sorts, to evaluate the current and future market conditions and use this information to plan and administer forest management activities in such a manner as to maximize the economic return while managing Makah Forest Resources.

Problems to be solved will require management skills and extensive technical expertise using available precedents, but often requiring modification or development of new techniques or methods to obtain desired results.

Accomplishments of objectives will require performing work under appropriate accounts and within established deadlines; defining, communicating and delegating tasks to the appropriate staff personnel; and resolving conflicts as they may occur.

The incumbent has responsibility for assigning work to subordinates. Assignments are made in relation to the ability of the subordinate to perform the task and the training potential of the assignment relative to the development of the employee. Assignments range from timber pre-sales through timber sale administration to forest development.

Assignments to subordinate professional staff will be on a project basis with incumbent specifying scope of project, objectives, accuracy, standards and deadlines. Incumbent provides instructions for new or unusual aspects of work including difficulties as they may arise. Incumbent reviews work at appropriate intervals for professional and technical accuracy, and coordination with other Makah Forestry activities.

Assignments to technical staff are daily or weekly. Incumbent provides specific instructions and well-defined guidelines, standards, and production goals. Work

accomplishments are reviewed in detail at varying intervals depending on the stage of development of the employee.

Incumbent identifies training needs, prepares training programs and conducts on the job and more formalized training to assist in the development of the individual employee.

Reports and consultations will be made to the General Manager on the training needs and development of the Makah Forestry staff.

It must be recognized that tribal and individual landowner desires must be determined, tactfully considered, evaluated and integrated into all aspects of management of the forest resources. The incumbent recommends and presents appropriate methods compatible with forest conditions, environmental constraints, economic criteria, and the owner's socio-economic interests.

Public contacts are extensive. Inter-tribal contacts with fisheries management, fisheries enhancement, planning, public works, Makah Housing Authority, Makah Cultural and Research Center, tribal staff and the Makah Tribal Council are required. Contacts with federal agencies including the Department of the Interior – Bureau of Indian Affairs, US Forest Service, US Fish and Wildlife Service, and Bureau of Land Management are frequent. Additional contacts include state agencies, forest consultants, purchasers, contractors, and professional associates and societies.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington state Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Education and training in all aspects of Forestry and Forest Engineering. This includes professional knowledge of scientific forestry principles and concepts. Practical knowledge of conventional methods and techniques sufficient to undertake forest harvest plans, silvicultural prescriptions, timber stand improvement projects, and forest development projects, reforestation and forest nursery management.

Understanding of project management principles and techniques as they relate to forest resources.

Knowledge, understanding and application of business management and economic principles; harvesting costs, and regional log market sorts price and trends.

Understanding of the applications of computers to natural resource management and the ability to be proficient in use of Windows-based computers and programs, including use of ForestEng, FLIPS, Arc/Info, Arc/View, Handheld GPS units and forest inventory management programs.

Be physically able to perform the tasks of the position.

Ability to defuse potentially confrontational situations while making every effort to resolve the potential conflict in a positive manner.

Ability to supervise, schedule and/or train foresters, forestry technicians/aides, forest engineers, forest engineers technicians/aides and biologists.

Must submit to and clear a pre-employment alcohol and drug test.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 10 pounds. Occasionally is required to work in rough, uneven and quite brushy terrain.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

#### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Personnel Office  
P.O. Box 115, Bldg 150 Rm #7  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: katherine.thompson@centurytel.net

**OPEN: August 15, 2017**  
**CLOSE: September 13, 2017**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.