

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Manager (Office of Marine Affairs)

EXEMPT: Yes	JOB CODE: 3-SS T7
TARGET SALARY: \$27.55 to \$30.61/DOQ	SHIFT: 8:00-5:00
DEPARTMENT: Port of Neah Bay	LOCATION: Makah Marina
REPORTS TO: Port Director	

SUMMARY: Responsible for developing policy, legislative and regulatory guidance on treaty resource protection matters relevant to marine transportation safety, oil pollution, natural resource damage assessment, ocean policy, and program development.

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.

Coordinate, reconcile and analyze federal, state, tribal and industry safety standards and recommend/propose policy guidance and develop program capacity building options for the Port of Neah Bay through the Office of Marine Safety.

Prepare for adoption and implementation an Oil Pollution Prevention and Response Memorandum of Agreement (MOA) between the Commander 13th Coast Guard District, the State of Washington and the Makah Tribal Council.

Participate in pertinent federal and state oil pollution councils, committees, and task forces.

Develop a programmatic evaluation of RRT/NWAC and its member agencies to determine the appropriate level of consultation and coordination between the MTC and each member agency.

Develop funding sources for an oil spill dispersant application matrix, in conjunction with other RRT/NWAC agencies, for addressing when and where oil spill dispersants can be used in Makah treaty area.

Participate in pertinent oil spill response and oil spill equipment deployment exercises.

Oversee training of the Makah commercial fishing fleet to respond to an oil spill and explore the feasibility of the development of a tribal Oil Spill Response

Organization (OSRO) along with exploring funding sources to create a Makah Tribal OSRO.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B. A.) from four-year College or university; or three to four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, and business correspondence. Ability to effectively present information and respond to questions from groups of managers, tenants, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as moorage rates, proportions, percentages, and volume.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATION:

Must have a valid Washington State Drivers licenses 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 applicant.

Must have a current 24hr HAZZWOPPER Certification of ability to obtain one within 90 days of employment.

OTHER SKILLS AND ABILITIES:

Must have a working competence in computer applications and be able to use major computer software, especially word processing, spreadsheets, and other programs.

Must have knowledge of tribal, state and federal “water” regulations.

Ability to listen, observe and record a variety of information.

Ability to establish and maintain effective working relationships with staff, public, and private agencies, and the general public.

Ability to communicate effectively, both orally and written.

Ability to function effectively under pressure of time and/or demands of several tasks at one time be effectively planning, organizing, and prioritizing work.

Knowledge of Tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities of the program and Tribal organization. This includes the ability to plan and organize work using one's own initiative.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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
Human Resources
P.O. Box 115, Bldg. 71
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

OPEN: November 25, 2024
CLOSE: December 12, 2024

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, gender identity, 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.