

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Natural Resources Policy Analyst**

---

<b>EXEMPT: No</b>	<b>JOB CODE: N/A</b>
<b>TARGET SALARY: \$24.69 to \$29.05/DOQ</b>	<b>SHIFT: 8:00 to 5:00</b>
<b>PROGRAM: Makah Tribal Council</b>	<b>LOCATION:</b>
<b>REPORTS TO: Chief of Staff</b>	

---

**SUMMARY:** Working closely with the Makah Tribal Council, tribal Natural Resources Policy Advisory Board and associated natural resource programs, under the direction of the Chief of Staff, the Natural Resources Policy Analyst shall be responsible to coordinate the development of a collaborative Makah Natural Resource Policy with associated implementation plan; assist in developing a framework of authorities and program responsibilities to address Makah Treaty Rights at Risk priorities which can support the establishment of Tribal Coordinated Investment Strategies; and assist in the comprehensive coordination of an adaptive, integrated tribal ocean and natural resource policy to support resource management efforts by the Tribe. The Natural Resources Policy Analyst shall work broadly with the natural resource related program staff of the Makah Tribe to coordinate efforts and to facilitate enhanced intra-departmental communication to address treaty resource priorities and concerns

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:  
Other duties may be assigned.

Assist the Chief of Staff to advise the Makah Tribal Council and coordinate with program staff on matters of policy and management related to natural resource activities.

Establish the Natural Resource Policy Advisory Board to coordinate and enhance the development of policy guidance, staff coordination and access to vital resources, such as natural resource laws and authorities, policy stance of the tribe on specific issues, upcoming meetings and access to reference information. Continue to work with relevant programs in the development of a comprehensive Makah Natural Resources Policy and associated implementation plan.

Provide staff support to convey Makah Tribal Council interests to regional and national and international workgroups and subcommittees, and other activities that impact or potentially affect the Tribe's treaty resources, authorities or activities. Assist in drafting policy positions, papers, or comments on proposed and existing actions, and tribal sections of management plans, reports or statements that apply to or result from the above activities.

Advise Makah Tribal Council representatives in natural resources related forums as needed.

Work with related tribal departments or programs to develop a framework of all relevant federal, state and tribal agencies, authorities and programs to understand how to address Makah Treaty Rights at Risk and Coordinated Investment Strategy priorities. This includes but is not limited to working with Environmental Division and Habitat Management staff to determine current status of treaty resources and to develop strategies forward in advancing Makah Tribe's resource priorities working within the framework of existing authorities and programs.

Assist in representing the Makah Tribe's interest in natural resource and marine policy and management issues, which includes advocating Makah Tribe's treaty rights and sovereignty in engagement with other governments.

Work closely with Makah departments or programs, such as Fisheries Management, Port of Neah Bay, and the Makah Cultural and Research Center, on actions or proposed actions that affect treaty fishing activities, cultural resources, or the environment within and beyond the Makah U&A that would directly or indirectly impact treaty resources.

Assist the natural resource programs in the research and acquisition of project related cooperative agreement/grant funding and in the management of project related grants, budgets, etc., including assistance with reporting requirements.

Review and make recommendations to the Makah Tribal Council regarding opportunities for collaboration with outside organizations on ocean and natural resource policy related issues.

Assist the Makah Tribal Council explore the benefits of creating a Tribal 501C3 Non-profit entity to secure funding by creating a research paper identifying the pros and cons creating such an entity.

Conduct outreach and education to the Makah community, government, and to the Makah Tribal Council regarding ocean and natural resource policy activities, the Makah Tribe's engagement in forums and processes, and general updates on activities by programs and staff in advancing Makah Ocean Policy and Natural Resource Policy priorities. As part of the this task, coordinate and facilitate presentations (i.e., seminar or speaker series) by internal and external ocean and natural resource policy and research experts, professionals and scientists on relevant topics (i.e., climate change), who can bring this valuable information to the community.

## **QUALIFICATIONS REQUIREMENTS:**

### **EDUCATION and/or EXPERIENCE:**

B.S. degree in Environmental Science, Environmental Policy, or related field and five years pertinent experience or MS degree in Environmental Science, Environmental Policy, or related field and three years pertinent experience.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of community members or employees of organization.

### **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY:**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **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.

### **OTHER SKILLS AND ABILITIES:**

Must have knowledge of government laws, policies and regulations pertaining to ocean and natural resource policy and Makah treaty resources, including fisheries management, natural resource conservation, etc.

Ability to summarize technical data, write reports

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

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

Must have good oral and writing communication skills, must have excellent interpersonal skills.

Ability to work well with others in a team environment and work independently.

Ability to maintain confidentiality of records and information pertinent to the nature of work. Ability to maintain organized records, accounts, databases, contact information.

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

Preferably have working knowledge of EPA, NOAA, NRCS, and BIA policies and cooperative agreements and have had grant development and writing experience.

Knowledge and experience working with Makah Tribal Policies and Procedures is desirable and preferred.

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 often required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

**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 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](mailto:hr@makah.com)**

**OPEN: November 19, 2024  
CLOSE: January 7, 2025**

**(PLEASE NOTE NEW EMAIL ADDRESS)**

**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.