

Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at www.mycaddonation.com/employment. The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Natural Resources Specialist, I, II, III	Posting Date:	12/08/2021	Closing Date:	Open Until Filled
Department:	Environmental	Status:	Regular Full-Time		
Duty Location:	Caddo Nation Hdqtrs., Binger, Oklahoma	Salary:	Based on Education/Experience		

Job Summary:

The Natural Resources Specialist position is responsible for performing duties associated with the management and preservation of the Caddo Nation's natural resources involving planning, implementing, and monitoring wildlife and habitat resources located within the Caddo Nation's jurisdiction. Coordinates/negotiates agreements with federal, state, local agencies. Conducts studies on natural resources within the Caddo Nation's jurisdictional area using land maps or Geographic Information Systems (GIS) to map vegetation and other resources. Collects and records data on habitat conditions in Caddo Nation's jurisdictional area. Leads in restoration activities which includes invasive species control, agricultural use or fire management. Responsible for conducting natural resource activities related to wildlife management, habitat protection for threatened and endangered species, and cultural resources protection. Develops strategies to address environmental problems which includes: designing, planning and executing field projects. Responsible for making recommendations regarding natural resources to Environmental Director for carrying out land management decisions. Responsible for preparing reports quarterly, and annually to fulfill grant obligations. Provides information on program to tribal members and the general public through brochures, bulletin boards, news releases and/or telephone calls.

Qualifications:

Degree (A.S.) in Rangeland Management, Forestry, Soil Conservation, Agricultural science, Environmental Science, or related field or equivalent combination of education and experience. Bachelor's degree desired.

Three (3) years of work experience directly related to grant management, rangeland management, soil conservation, agricultural science, environmental science or related field.

Basis of Rating: An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.

Requirements:

Proficient in Microsoft applications including, but not limited to, Word, Excel, Outlook, Power Point, Internet Explorer, Publisher, etc. Occasional travel required. Ability to work outdoors in all types of weather including extreme cold or heat. Walk on rough terrains, stand for extended periods of time, lift and carry up to 35 lbs of equipment for long distances. Stand, climb, bend, and kneel repeatedly at times. Ability to operate a motor vehicle safely.

Application Procedure:

Submit the following:

- A current Caddo "Job Application"
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Email Address
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	cwheeler@mycaddonation.com