



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Forest Manager

OPEN: June 8, 2021

EXEMPT: Yes

SALARY: (9/10)\$25.09-\$32.32 p/h DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: June 28, 2021

JOB CODE:

DIVISION: Forestry

DEPARTMENT: Natural Resources

SUPERVISOR: LNR Director

VACANCIES: 1

JOB SUMMARY: The Forest Manager works under the direct supervision of the Lummi Natural Resources Department Director and provides program leadership, management and technical support services for managing the tribal forestry program to meet the long and short-term forest resource needs of the Lummi Nation community. This includes implementing federal and tribal forest management procedures, forest resource planning, forest permitting, budgeting, contract administration, crew supervision, and public relations.

This is an exempt position that serves as a senior staff natural resource specialist and division manager. A division manager is assigned projects that are a high priority for the department hires, supervises, trains, and mentors junior staff.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Develop and provide forest policy and management direction. Incorporate necessary changes and revisions into the Lummi Nation Forest Management Plan and Title 10 of the Lummi Code of Laws as needed.
2. Develop and implement an annual program work plan. Prepare and submit quarterly and yearly reports to supervisor and tribal council as required.
3. Manage and allocate the annual forestry budget to achieve goals and objectives outlined in program's annual work plan.
4. Process and administer all timber sale contracts, timber cutting permits, burning permits, Beachwood permits and firewood permits.
5. Perform pre-sale duties which include identifying landowners, obtaining landowner consent, preliminary reconnaissance and economic analysis, stand/property boundary designation and mapping using GPS, timber marking, identifying and buffering sensitive environmental or cultural resources, harvest plan development, and access road and skid trail layout.
6. Design and implement timber sale and realty cruises. Analyze and manage cruise data using inventory software to facilitate forest management decisions.
7. Prepare timber appraisals and timber appraisal reports.

8. Prepare contract/permit packages that effectively meet management goals. Packages may include technical narratives, forest officer's reports, environmental assessments, biological assessments, wetland mitigation plans, advertisements, prospectuses, bid abstracts, and any other relevant timber sale documentation.
9. Develop and implement appropriate silvicultural treatments. Schedule, solicit, and administer site preparation, tree planting, plantation release, and pre-commercial thinning contracts.
10. Participate in weekly Lummi Technical Review Committee meetings to review new land use permit applications. Condition land use applications to ensure adequate protection of the resident Bald Eagle population.
11. Provide professional and technical forestry assistance to other LIBC departments.
12. Comply with the Code of Federal Regulations and the Lummi Nation Code of Laws to maintain a legal, streamlined, and equitable permitting process.
13. Educate the public on the permitting process, advertise Forestry Division projects, and enhance public relations.
14. Maintain the fire protection program through employee training and annual renewal of the cooperative agreement between the Tribe and the Washington Department of Natural Resources.
15. Establish enforce Reservation Burn Bans, provide fire training to local staff and maintain fire equipment.
16. Manage and update the Reservation-wide forest inventory as necessary.
17. Monitor forest health and implement forest management activities if necessary, on lands purchased by the Tribe outside the Reservation.
18. Research and apply for grants to assist in funding forest management activities.
19. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's of Science in Forest Management or related natural resources field with an emphasis in Forestry; and
 - Two (2) years of professional forestry experience in timber cruising and timber sales;
- OR**
- Master's degree in Forest Management or related natural resources field with an emphasis in Forestry; and
 - One (1) year of professional forestry experience in timber cruising and timber sales.
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience in forest management with preference for experience in the Pacific Northwest including experience preparing timber appraisals.
- Ability to read, interpret, analyze, and synthesize technical reports. Ability to coordinate multiple projects; design and develop forest management plans; complete and write reports in a prescribed time period; communicate effectively with department staff, other governments, and the general public; provide technical direction to professional staff; organize time effectively and to work beyond normal working hours when required to meet task objectives in a timely fashion.
- Ability to use GPS and GIS software to create maps and Atterbury's SuperAce software.
- Knowledge of the Code of Federal Regulations as they pertain to Indian Forestry and the unique relationship between the federal and tribal government in managing and regulating the harvest of forest products on trust and allotted lands.

- Excellent oral and written communication skills, cultural sensitivity, empathy, and cooperative and collaborative problem solving approach. Willingness and ability to work cooperatively with others as part of a team.
- Previous experience in a supervisory role.
- Demonstrated ability to comply with established policy and standard protocols.
- Ability to work independently and highly motivated self-starter and produce oral and written technical reports in a timely manner.
- Demonstrated experience and success in developing and implementing grant-funded projects for forest management activities
- Proficiency with Microsoft Office Suite (especially Word, Excel, PowerPoint, and Outlook) for document preparation, data entry/, management, presentations, scheduling, coordination, and electronic transmittal/communications). Expertise with GPS and GIS in field and office settings including map preparation, spatial analysis, remote data downloading, integration of GPS and GIS hardware and software.
- Must maintain strict confidentiality at all times.

Physical Demands and Work Environment include:

- While performing the duties of this Job, the employee is regularly required to stand and walk and work outdoors in a variety of forest types and terrain under adverse weather conditions.
- Strenuous bending swinging, stooping, digging, and strenuous hiking carrying 25 pounds.
- Must be able to lift and/or move up to 50lbs
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.