Little Traverse Bay Bands of Odawa Indians

JOB POSTING

Job Title:	**Great Lakes Policy Specialist**
Department:	Natural Resource Department
Reports To:	Environmental Services Manager
Status:	Non-Exempt
Starting Range:	**$31,475-$42,584**
Level:	**4**
Terms:	**Grant funded position: EPA GLRI, Great Lakes National Program Office. Expires March 2017**
Opens:	**June 13, 2016**
Closes:	**July 04, 2016**

SUMMARY

The LTBB Great Lakes Policy Specialist will participate in Lake-wide Management Plan (LaMP) meetings, provide Tribal input on LaMP documents and Great Lakes policies and provide education and outreach. The Specialist will also provide technical expertise along with cultural knowledge, develop and plan future projects, share data as appropriate, and serve as a liaison among collaborative partners.

This position will address key environmental concerns in the Great Lakes Basin ecosystem including human disturbances, invasive species, water quality issues, pollutants, and the need for collaboration. We will restore and maintain the chemical, physical, and biological integrity of the Great Lakes Basin ecosystem through Lakewide Management Plans and Programs. The position is grant funded; the grant is renewable annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned:

- Participate in LaMP meetings, conferences, workshops and conference calls/webinars, the Binational Executive Committee (BEC) and other efforts relating to the Great Lakes Water Quality Agreement, the Binational Toxics Strategy, the State of the Lake Ecosystem Conference and the Great Lakes Restoration Initiative as necessary and appropriate.
- Brief the LTBB Natural Resource Department Director, Natural Resource Commission and Executive on relevant issues and topics related to the Great Lakes.
- Seek input from the LTBB Natural Resource Commission on Great Lakes Policy, inter- and intra-tribal coordination and management direction across multiple programs on priority goals, projects and resource allocation related to Great Lakes issues such as invasive species, habitat restoration, etc.
- Provide input/comments (with proper approval) on documents or policies regarding Great Lakes Policy that affect LTBB.
- Participate and provide tribal input into progress reporting through LaMP documents such as the LaMP Five-Year Plan, LaMP annual updates.
- Participate and provide outreach/education activities to advance Great Lakes restoration and support full involvement in ecosystem protection and restoration on

tribal, local and regional issues, including but not limited to facilitating opportunities for public engagement through the LaMP Forum, public participation meetings, and other lake-specific meetings and workshops.

- Provide analytical support and scientific/technical expertise on LaMP goals, programs and implementation projects (participate in LaMP meetings).
- Provide inter- and intra-tribal coordination and management direction across multiple programs on priority goals, projects and resource allocation related to Great Lakes issues such as invasive species, habitat restoration, etc.
- Develop and plan projects that could be implemented by LTBB in support of LaMP.
- Report baseline water quality data collected through the LTBB Section 106 Clean Water Act program to other entities involved in Great Lakes related projects.
- Maintain knowledge of LTBB policies and views regarding environmental protection.
- Maintain knowledge of Great Lakes policies, criteria, etc. regarding environmental protection.

SUPERVISORY RESPONSIBILITIES
The Great Lakes Policy Specialist is responsible for supervising other personnel or interns assisting with environmental related work.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

CERTIFICATES, LICENSES, REGISTRATIONS
Must possess a valid driver's license with a good driving record, reliable transportation, and be insurable.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 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. The noise level in the work environment is usually moderate.

EDUCATION
Bachelor Degree Environmental Sciences, Environmental Policy, or related field required with a minimum of 2 years environmental field related experience. Masters Degree in related field preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Expertise with computer software. (Windows 2000, Office 2000 Pro, etc.) required.
- Must be self-motivated, trustworthy, and dependable.
- Must possess excellent oral and written communication skills.
- Must be detail-oriented.
- Knowledge of Great Lakes issues and policies required.
- Experience with developing and presenting education/outreach materials preferred.
- Knowledge of GIS programs preferred.

OTHER

Indian Preference will apply.