

KEWEENAW BAY INDIAN COMMUNITY

2017 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

FORESTER

One (1) Full-time, Exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Cover Letter
- Minimum of three (3) professional Letters of Recommendation
- College Transcripts
- Copy of valid, unrestricted driver's license
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

**Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov**

Distribution Date: July 13, 2017

Closing Date: Open Until Filled

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

Debra Piccione 7-13-17

TERO Approval

Date

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POSITION DESCRIPTION

POSITION:

FORESTER

Full-time, Exempt position

LOCATION:

Planning and Development Office
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Chief Executive Officer

SALARY:

Grade 12 (minimum starting wage = \$22.00/hr)

SUMMARY:

Will assist the Keweenaw Bay Tribal Council with the administration and management of Tribal Forest Lands and Forestry related issues on the L'Anse Indian Reservation and Ceded Territories within the Western Upper Peninsula of Michigan.

QUALIFICATIONS:

- Must possess a Bachelor of Science Degree in Forestry or closely related field.
- Must be in good physical condition and able to walk long distances over uneven terrain, spend long periods working outdoors, work in difficult environmental conditions and inclement weather, and be physically able to perform all listed duties.
- Must have good communication skills.
- Must possess legible handwriting.
- Must possess a valid, unrestricted driver's license and be insurable to operate fleet vehicles.
- Must be willing to travel at least 50 miles three days per week.
- Must be able to attend in and out of state trainings as needed or directed.
- Work experience in areas including: natural resource management, forest and timber management, wildland fire science or management, resource utilization, forest regulations, recreational land management, watershed management, forest ecology, forest genetics, forest soils and entomology, silviculture, resource sampling and inventory, valuation, remote sensing, use of GPS equipment, and wildlife habitat management preferred.
- Experience administering grants, administering budgets, grant funding, technical and administrative report writing, GIS mapping, and computer software (MS Word, MS Excel, Arc View GIS) preferred.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

1. Responsible for the development and expansion of the Forestry Department.
2. Assist the Natural Resources staff and Tribal Council with management of KBIC forest lands as multiple use lands for timber cutting, habitat preservation, recreational use, and other uses as identified and prioritized by KBIC.
3. Develop and maintain good relations with timber purchasers, logging contactors, timber owners, the public, Tribal members, and local, State, and Federal Governmental agencies.
4. Develop and coordinate networks and contacts beneficial to the successful performance of assignments and interact with colleagues and supervisors, demonstrating the ability to work cooperatively with other persons.
5. Participate in Wildfire Preparedness and Operations activities, as required during emergency conditions.
6. Plan, organize, implement, and complete TSI projects, plantings & timber sales.
7. Assist in preparation and implementation of KBIC Forest-wide guidelines for management and use.
8. Prepare and administer the Forest Management Deduction Expenditure Plan.
9. Conduct trainings and briefings of Tribal Departments, Tribal members, contractors, and the Tribal Council as appropriate.
10. Assist the Tribal Council with participation in State of Michigan and USDA Forest Service cooperative forestry management projects.
11. Assist the Tribal Council with protection of Treaty Rights within the Reservation and Ceded Territories through tracking of State and Federal forestry initiatives and forestry projects and provide input and comment where appropriate.
12. Conduct research projects and prepare technical reports as appropriate.
13. Prepare and manage budgets and perform other administrative duties, including preparation of monthly reports and maintaining records.
14. Attend trainings, seminars, and conferences relevant to job duties to increase knowledge, skill, and abilities relevant to job duties.
15. Provide direct supervision of the Forestry Technician.
16. Perform other duties as directed by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level difficulty.

Distribution Date: July 13, 2017

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Qualification Sheet

Name: _____ POSITION: **Forester**

Please list your specific experience and knowledge in regards to the following qualifications:

Must possess a Bachelor of Science Degree in Forestry or closely related field.

Must be in good physical condition and able to walk long distances over uneven terrain, spend long periods working outdoors, work in difficult environmental conditions and inclement weather, and be physically able to perform all listed duties.

Must have good communication skills.

Must possess legible handwriting.

Must possess a validc unrestricted driver’s license, a good driving record, and be insurable to operate fleet vehicles. Must be willing to travel at least 50 miles three days per week, as necessary.

Work experience in areas including: natural resource management, forest and timber management, wildland fire science or management, resource utilization, forest regulations, recreational land management, watershed management, forest ecology, forest genetics, forest soils and entomology, silviculture, resource sampling and inventory, valuation, remote sensing, use of GPS equipment, and wildlife habitat management preferred.

Experience administering grants, administering budgets, grant funding, technical and administrative report writing, GIS mapping, and computer software (MS Word, MS Excel, Arc View GIS) preferred.
