



CENTRAL COUNCIL  
*Tlingit and Haida Indian Tribes of Alaska*  
Edward K. Thomas Building  
9097 Glacier Highway • Juneau, Alaska 99801

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## POSITION DESCRIPTION

### Environmental Specialist

#### INFORMATION

Job Class: Program Specialist  
Department: Native Lands Resources  
Location of Work: Juneau  
Salary Grade(s): G 8-9  
Hours of Work: 8a.4:30p  
Employment Category: Regular Full-Time

Class Status: Active  
Type of Position: Non-Exempt  
Covered Position: Yes  
Prepared by: Desiree Dunean  
Approved by:   
Effective Date: 10.07.16

#### PURPOSE

The Environmental Specialist will work on current and emergent environmental issues affecting Tribal properties and communities. The Environmental Specialist will develop and implement a culturally appropriate environmental program with Tribal communities, addressing issues such as solid waste, water quality, air quality, climate change and soil contamination.

#### REPORTING RELATIONSHIPS

Reports To: Environmental Coordinator  
Supervises: N/A  
Liaison To: N/A

#### ESSENTIAL FUNCTIONS

- Collect and maintain information on environmental data, program resources, and funding.
  - Develop a climate change adaptation plan.
  - Work with Tribal communities and youth to address environmental issues.
  - Identify, research, and analyze environmental issues.
  - Provide effective outreach, media campaigns and training.
  - Develop and maintain database i.e., GIS, ACCESS or Google Map.
  - Travel to rural villages, and regional grantee meetings in and out of state as requested.
  - Prepare and develop grant proposals.
  - Prepare grant reports and internal environmental reports to support CCTHITA's annual Report.
- Other duties as assigned.

#### DECISION MAKING AUTHORITY

Spending Authority: N/A  
Other Authority: N/A

#### NECESSARY SKILLS AND KNOWLEDGE

- Experience working with environmental programs
- Ability to develop and implement complex environmental programs/projects.
- Knowledge of grant and project functions and preparation of program and budget reports.
- Ability to research and prepare successful grant proposals.

- Ability to travel using all forms of commercial transportation.
- Ability to work effectively with local, state and federal agencies, and tribes.
- Demonstrated ability to work independently and collaboratively.
- Demonstrated computer skills using Microsoft Office products.
- Excellent written and verbal communication skills.

**MINIMUM QUALIFICATIONS (education, experience, skills)**

- Associates Degree
- 2 years experience at the technician level or above in an environmental field
- Valid drivers license

**Substitution:**

Additional education in the environmental field may be substituted for experience on a full time equivalency basis.

**PREFERRED QUALIFICATIONS (education, experience, skills)**

- (1) one-year experience in grant administration/grant writing
- Familiarity with the Tlingit and Haida cultures: contemporary, traditional, political, social.

**UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS**

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry may be required.

**CONDITIONS OF HIRE:**

- All employment at CCTHITA is “at will”. This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position
- CCTHITA is a zero-tolerance workplace. All regular employees must pass a pre-employment and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA requires a criminal background check for the safety of our clients. All employment offers are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

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Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date