



**POTAWATOMI**  
(Keeper of the Fire)

# *Forest County Potawatomi Community*

*P.O. Box 340, Crandon, Wisconsin 54520*

## **JOB DESCRIPTION**

**POSITION:** Botanist/Wetlands Program Director  
**LOCATION:** Natural Resources Department  
**SUPERVISOR:** Natural Resources Administrator  
**HOURS:** 40 hours/week, salaried  
**WAGE:** Grade 17

### **RESPONSIBILITIES:**

1. Plans and implements botanical surveys, inventory and monitoring and other related surveys and investigations – including the design, collection, analysis and interpretation of scientific data, insuring fulfillment of Class I Air Redesignation and other obligations of department programs.
2. Drafts and updates Quality Assurance Project Plans (QAPPs) or Standard Operating Procedures (SOPs) for all vegetative studies implemented.
3. Conducts wetland delineations according to US Army Corps of Engineer's Wetlands Delineation Manual (1987).
4. Performs wetland assessments.
5. Develops wetland protection ordinances.
6. Identifies and maps invasive/exotic plants and develops eradication/control plans.
7. Develops wetland restoration and habitat improvement projects – specifically projects benefitting threatened and endangered (T&E) and culturally significant species in accordance with Potawatomi values and beliefs.
8. Maintains databases and uses qualitative and quantitative methods to analyze findings and prepare scientifically defensible reports.
9. Provides expertise on vegetation/wetland related issues to supervisor and Tribal Management.
10. Seeks and manages grant funding from U.S EPA, BIA, U.S. Fish and Wildlife Service, and other agencies.
11. Prepares progress reports to funding agencies.
12. Assists in the development of a resource management plan for the Reservation, as it relates to vegetation and wetlands.
13. Develops requests for bids and manages the procurement of environmental engineers and consultants as needed for projects.
14. Reviews new and proposed legislation or regulations and provides comments on their impacts on Tribal flora and wetlands.
15. Functions as a team member to provide information on the effects to plant habitat from proposals, construction/development activities, and forestry activities.
16. Builds Tribal environmental capacity through the development of professional contacts with outside scientists and other plant and wetlands professionals to plan coordinate, advise, consult, or exchange information on vegetation and wetlands resource

management matters. Promotes cooperation and partnerships in managing multi-use natural resources.

17. Attends meetings, trainings and conferences as needed or required. Must be willing to travel.
18. Schedules and supervises environmental technicians, youth workers and volunteers; providing oversight in the implementation of surveys, data collection and other activities associated with plant research and the Wetlands Program.
19. Insures that all safety precautions are taken and good work ethics are exercised.
20. Other duties as assigned by the Natural Resource Administrator.

#### **QUALIFICATIONS:**

1. Masters Degree or Bachelor's Degree with a minimum of 3 years experience in Botany and/or Wetland Science or a closely related field (e.g. biology, ecology, natural resources, etc.)
2. Knowledge and experience in plant survey methods and terrestrial and wetland plant taxonomy required. Identification of aquatic plants a plus.
3. Ability to conduct wetland delineations according to US Army Corps of Engineer's Wetlands Delineation Manual (1987) is required.
4. Knowledge of Federal Clean Water Act Section 404, Army Corps of Engineers Dredge and Fill Permit Program, including General Permits, Letters of Permission, and Individual Permits a strong plus.
5. Strong computer skills (e.g. word processing, databases, spreadsheets) and GIS/GPS knowledge and experience necessary.
6. Knowledge of Endangered Species Act (ESA) and state and federally listed species in Wisconsin a plus.
7. Knowledge/experience conducting impact surveys on vegetation caused by air pollution, i.e. ozone, a plus.
8. Invasive species management experience a plus.
9. Strong oral and written communication skills for a range of audiences needed.
10. Experience scheduling and supervision of others.
11. Able to work independently with minimal supervision to see projects through to completion.
12. Ability and enthusiasm to work as a member of a team with an interest and willingness to achieve Tribal environment goals.
13. Valid driver's license and insurable under the Tribes insurance.
14. Experience with, and appreciation of, American Indian culture and values.
15. Demonstrated ability in grant writing and management.

*As authorized by federal law, the Forest County Potawatomi Community reserves the right to exercise preference for qualified Tribal members/Indians in connection with all job openings.*

**POSTED:** 10-31-11

**CLOSING:** 11-28-11