



**MISSISSIPPI BAND OF CHOCTAW INDIANS**  
**OFFICE OF ENVIRONMENTAL PROTECTION**

101 LAGOON ROAD - P. O. BOX 6010  
CHOCTAW, MS 39350  
PHONE: 601-663-7546 / FAX: 601-663-7587

**JOB ANNOUNCEMENT #28-05-24**

POSITION TITLE: ENVIRONMENTAL ADMINISTRATOR  
SALARY: Grade 10  
OPENING DATE: JUNE 17, 2016 JUN 17 2016  
CLOSING DATE: JULY 01, 2016 OR UNTIL FILLED  
SUPERVISOR: ENVIRONMENTAL MANAGER  
JOB LOCATION: OFFICE OF ENVIRONMENTAL PROTECTION  
PEARL RIVER COMMUNITY  
CHOCTAW, MISSISSIPPI

GENERAL POSITION DESCRIPTION

The individual filling this position will provide administrative, financial and grant compliance support for the various environmental programs administered by the Office of Environmental Protection (OEP) on behalf of the Mississippi Band of Choctaw Indians (MBCI).

DUTIES AND RESPONSIBILITIES

1. General: The Environmental Administrator (EA) facilitates compliance with Tribal and Federal requirements for grant commitments, financial and administrative policy and procedures by providing liaising between the OEP program staff and Federal and Tribal staffs. The EA will be the primary contact with Tribal finance staff regarding matters pertaining to the administrative procedures, tracking and documentation associated with procurement, employee time, travel, and budget and expenditures. The EA will support the Environmental Manager and other OEP staff.
2. Programmatic Technical/ Operational Assistance: The EA will provide direct assistance to OEP staff in complying with Tribal financial and administrative procedures. The EA will assist the Environmental Manager in the identification, development and subsequent training of staff in written procedures and protocols for implementation of Tribal and Grant administrative and financial requirements.
3. Document management: The EA will be responsible for the development, implementation and maintenance of the OEP document management system which shall include the compiling, storage and retrieval of both new and legacy paper and electronic information.

4. **Grants Management:** The EA actively seeks to identify and facilitate compliance with grant requirements including but not limited to document management, reporting and application requirements. The EA assists the Environmental Manager in the timely development and submittal of reports to the granting agency. Other responsibilities include, but not limited to, communicating effectively with funding agencies, ensuring compliance with fiscal responsibilities regarding use of project and Tribal funds, and assisting in the preparation/submittal of project activities to funding source representatives and Tribal authorities.
5. **Office Management:** The EA will manage the day to day functioning of the practical and business aspects of maintaining an efficient and effective office including ensuring the serviceability of office equipment and the inventorying and availability of office and other supplies.
6. **Outreach:** The EA will assist in the development of presentations, outreach materials and venue selection and set up.
7. **Document creation/editing:** The EA will utilize written communication skills when creating or editing draft departmental paperwork, reports and correspondence.
8. **Other Duties:** Other duties may be assigned by the Environmental Manager.

#### TRAVEL

Most travel will be limited to Tribal communities. Some overnight travel will be required to attend training sessions, meetings and other information gathering opportunities. Long term overnight travel will not be required.

#### SUPERVISION

The Environmental Administrator will be supervised by the Environmental Manager.

#### QUALIFICATIONS

##### *Educational Requirements:*

A Bachelor's of Science Degree from an accredited four- year university. Preference will be given to degrees with majors emphasizing Business, Finance or the specialized functions of environmental administration.

OR

### *Educational Requirements:*

An associate's degree from an accredited community college. Preference will be given to degrees with majors emphasizing Business, Finance or the specialized functions of environmental administration.

AND

Three years of experience related to the above described duties.

### PHYSICAL REQUIREMENTS

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these on an as needed basis. Corrective devices may be used to meet physical requirements.

Light work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Speaking/hearing: Processes the ability to give and receive information through speaking and listening

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, controls and computer key boards. The incumbent is frequently required to reach with hands and arms. The incumbent is frequently required to walk and stand.

### COMPETENCIES

Public Sector Competencies:

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness and respect for others.

Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work ethic: Is productive, diligent, conscientious and timely. Is a self-starter.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the Tribe and is a good steward of the Tribal assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to details to achieve high level of performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform ones job. Knows the organizations mission and functions and how to fit into Tribal government.

**Self-Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to new information and ideas.

#### **Technical Competencies:**

**Communication:** Shares information in writing or verbally.

Concise and correctly answers questions and/or explains conveys information to the public, agency, co-workers, management, contractors, vendors, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public, funding agencies, agency personnel or other entities. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as e-mails, reports, proposals, memoranda, contracts, grants, etc. Knowledgeably refers issues to appropriate agency or other personnel. Presents facts, financial documentation, or other information in written and/or oral form.

**Functional Capability:** Possesses or is capable of developing the specific knowledges and technical abilities to succeed.

Has ability to think analytically and exercise an analytical thinking process. Maintains regular contact with persons in other departments, entities, or other agencies to coordinate activities, to resolve problems, to furnish or obtain information and to explain policies, procedures, grant requirements, and regulations.

**Technical:** Is proficient with computers and in operating equipment applicable to position.

Is proficient in using computers hardware and software to complete assigned tasks, meet agency goals, and produce required products. Processes functional knowledge of software products that could include but is not limited to the following: Windows 8, Word, Powerpoint, or equivalent.

**NOTE:** The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved, as follows:

Notwithstanding this Native American preference, MBCI will employ non-MBCI members only when no qualified member of MBCI can be recruited, trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a waiver of Native American Preference has been secured from the committee on Human Resources, Training and Development on a case by case basis.

The Authority to waive Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and the Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the non-MBCI member or other Native American may have interest in or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive branch supervisors, and has no right to direct that any specific applicant other than the one for which waiver is sought, be employed.

**IF INTERESTED, SEND APPLICATION TO:**

**Mississippi Band of Choctaw Indians  
Human Resources  
P. O. Box 6033, Choctaw Branch  
Choctaw, MS 39350**