



# USET

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## **Office of Environmental Resource Management (OERM) Assistant Director**

The OERM Assistant Director has a broad scope of authority and responsibility for directing the operations of the USET Office of Environmental Resource Management. Under administrative direction, the incumbent is responsible for assisting the OERM Director with the development, administration, and implementation of programs, functions, services, and activities in areas related to the environment, cultural and natural resources, agriculture, rural development, energy, and emergency preparedness. Incumbent assists the OERM Director in developing and implementing the department strategic plan, acts as the Director in their absence and performs related duties as assigned. The incumbent will supervise the OERM support professional, technical, and administrative staff.

### **Exempt/Non-Exempt:**

The OERM Assistant Director is an exempt position requiring travel and irregular work hours with a starting salary range of \$75,500 per year.

### **Reporting Relationship:**

The OERM Assistant Director reports to the OERM Director.

### **Duties and Responsibilities:**

1. In partnership with OERM Director, responsible for overall budget development, planning, management, coordination, and implementation of programmatic, administrative, and operational activities within the department.
2. Assists Director with administration, direction, and monitoring day-to-day operations to ensure policies and procedures are followed and project goals and objectives are efficiently and effectively accomplished.
3. Develop and analyze month department budget to include staffing and operational needs; monitor and review budget execution and program expenditures; prioritize and allocate program resources; request budget amendments as necessary.
4. Monitors OERM staff and contractor/consultant performance for efficiency, effectiveness, and quality of service delivery.
5. In partnership with OERM Director, assists the USET Grants Manager and USET Grants Writer/Coordinator with the development, administration of grants, cooperative agreements, contracts and subcontracts; develop status reports to applicable grantors; monitor program data to ensure all reporting requirements are met.
6. In partnership with OERM Director, develop program concepts with Tribal input, including research, analysis, and compilation of supporting data; identify and coordinate existing resources; make recommendations, develop, and implement program improvements.
7. In partnership with OERM Director, provides technical assistance to the USET Tribal Nations in areas related to the environment, cultural and natural resources, agriculture, rural development, energy, and emergency preparedness, as outlined in specific project work plans; facilitate and provide training as necessary.

8. In partnership with the OERM Director, monitor federal policies, regulations, and legislation; draft summaries and provide analysis; determine impact on USET Tribal Nations based upon Tribal data and statistics; draft resolutions and formal comments; serves as a clearinghouse of information regarding the status of environmental, cultural and natural resources, agriculture, rural development, energy, emergency preparedness and related tribal programs, policies, regulations, legislation and disseminates current information in a timely manner.
9. Represent USET at the national, regional, and local level by attending meetings, conferences and/or serving on committees and workgroups; prepare special reports for OERM Director or USET Executive Director and lends guidance to USET Committees including recommendations for action.
10. Researches, develops, and maintains professional relationships with the EPA, IHS, USDA, DOI, FEMA and related agencies, participate in advisory workgroups; attending national and regional agency conferences; prepare and deliver presentations on behalf of USET Tribal Nations.
11. In partnership with the OERM Director, conduct data analysis and prepare technical reports regarding issues associated with the EPA, USDA, DOI, FEMA and related agencies; supports the work of the EPA Regional Tribal Operations Committee (RTOC) in regions 1,2, 3, 4 and 6, as authorized by the respective EPA region and in coordination with USET Tribal staff members who serve on the RTOCs.
12. Work closely with applicable USET Committee Chairpersons to ensure Committee meeting details are planned, coordinated, and executed; assist in USET Board of Directors and Committee Agenda development; responsible for planning coordination and execution of project related meetings; facilitate web conferences and teleconferences as necessary.
13. Performs other duties as assigned.

**Qualifications:**

1. Minimum of a bachelor's degree in environmental sciences, Business Administration, Public Policy/Research, or closely related field obtained from an accredited college or university which has equipped the incumbent with the specific knowledge, skills, and abilities to successfully perform the duties of the position. Master's Degree in a related field preferred, but not required.
2. Minimum of five (5) years' experience working with tribal governmental or environmental programs, administration, tribal planning, and/or analysis.
3. Must possess excellent verbal/written communication and organizational skills.
4. Must be computer literate and proficient.
5. Must be able to work in a team-based setting.
6. Must have demonstrable ability to work with people from diverse cultures including cultural sensitivity and the ability to work within the customs and traditions of various tribal groups.
7. Ability to show initiative, be conscientious and relate effectively with co-workers and the public.
8. Ability to travel and work irregular hours as necessary.

**USET / USET SPF is committed to Native American preference and is an Equal Opportunity Employer.**

To apply for this position, please submit your resume and cover letter to [mstephens@usetinc.org](mailto:mstephens@usetinc.org).