



# WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque  
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

## White Earth Reservation Tribal Council Job Announcement

Position: Environmental Coordinator II Pesticides  
Location: Mahanomen  
Pay: \$26.23/DOQ

Benefits: Full

Open: 05-26-25  
Close: 05-30-25  
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for managing the activities related to enforcement and compliance of pesticides and pesticide use in order to protect the public, environment, and overall natural resources within the Reservation.

### Position Outcomes:

#### **Provides support to the director/management personnel to ensure protection of Tribal Natural Resources**

- Work with the Natural Resources programs in collecting field data within the natural environment including soil, water, air, etc.
- Ensure quality assurance of monitoring data and statistics.
- Work with laboratory staff to ensure standard operation procedures are in followed.
- Provide technical support, assistance, and services for Natural Resource Managers working in fields such as agriculture, wildlife, environmental protection, resource management, fisheries, wildlife, forestry and wild rice.
- Provide technical support, assistance, and services to White Earth programs working in fields such as home and facilities management and lawn care.
- Responsible for utilization of time and efforts when accomplishing duties that involve reservation wide activities.

#### **Manages the departmental budget in accordance with established policies and procedures to ensure the best use of program funds.**

- Directs the efficient use of program funds within the scope of work and ensures they are necessary to carry out job duties.
- Controls spending to ensure guidelines and direction of program.
- Reviews financial statements, budgets, and activity reports to ensure that organization's objectives are achieved.
- Coordinates with Finance personnel to gather reports and statistics as needed.

#### **Established and initiates short- and long-range goals and recommendations affecting assigned departments or programs to conform to organizational objectives.**

- Directs, plans and implements policies and objectives of the organization as they relate to their particular department.
- Monitors and measures ongoing progress for establishing goals.

#### **Directs and oversees all aspects within the assigned department to ensure program objectives are met and scope of work completed.**

- Manages departmental objectives in accordance to program guidelines and overall objectives of the organization.
- Reviews departmental performance and effectiveness, formulates programs and/or policies to enhance program objectives or alleviate any deficiencies.
- Complies with applicable local, state, federal, and tribal guidelines.
- Provides technical guidance to tribal staff, tribal members, tribal council and the general public on all matters pertaining to pesticides.

#### **Creates and completes reports to comply with required agencies (internal and external).**

- Gathers and compiles required statistics.
- Ensures accurate and complete information is contained in reports
- Prepares, organizes, and maintains records to document activities, recommend action, provide reference materials, and prepare technical and evidentiary reports
- Evaluates label information for accuracy and conformance to regulatory requirements.
- Studies laws and statutes to determine nature of code violation and type of action to be taken.

**Communicates with internal and external sources to ensure program and organization is represented in a**

**professional manner.**

- Maintains good rapport with staff, organizational employees and external sources including tribal, local, state and federal representatives.
- Act as liaisons between on-site managers or tenants and owners.
- Confer regularly with community members to ensure their needs are being met.
- Advises individuals and groups concerning pollution control regulations, inspection and investigation findings, and encourages voluntary action to correct problems or issues citations for violations.

**Perform duties outlined in workplan and as assigned by department supervisors to ensure compliance with applicable regulations.**

- Inspects and enforce rules and regulations onsite at facilities and applicators for conformance with Federal, State, Tribal and local laws.
- Inspects establishments to ensure that handling, storage, and disposal of fertilizers, pesticides, and other hazardous materials conform to established regulations.
- Conducts field tests and collects samples for laboratory analysis.
- Examines permits, licenses, applications, label information, and records to ensure compliance with licensing requirements.
- Reviews and evaluates applications for registration of products containing dangerous materials or pollution control discharge permits.

**Performs other duties and responsibilities as required or assigned.**

**Knowledge, Skills & Abilities:**

- Knowledge of environmental protection, land management, plus related natural resource departments.
- Knowledge of land usage in maintaining economic recreational, sustenance and traditional use of tribal land
- Knowledge of the practices in the fields of local government personnel management, organization, administration, budgeting and accounting.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee and the Natural Resources Division
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Skill in preparing a long-range plan for environmental protection in conjunction with domestic usage and all natural resource departments.
- Skill in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skill in operating a variety of equipment, machinery and tools, observing all safety precautions.
- Skill in communication with other related agencies, professional personnel, federal and state offices, co-workers, tribal officials and general public.
- Ability to communicate with other related agencies, professional personnel, federal and state offices, co-workers, tribal officials and general public.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to maintain accurate records, complete reports and keep current files on-going activities.
- Ability to identify, prepares, and implements a management plan for maximum usage of land, harvest and production.
- Ability to organize work efficiently and sometimes working odd hours of the day
- Ability to assist in budget preparation.
- Ability to communicate effectively, both orally and in writing.
- Ability to acquire and maintain Federal Credentials to help enforce Federal Pesticide Law

**Qualifications:**

- Associate's degree in biology, science or related field and two (2) years or more year experience in chemistry, biology, natural resources or equivalent combination of education or two (2) or more years' experience in higher level administration, or supervision.
- Valid driver's license and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send applications to: White Earth Tribal Council

Attn: Personnel  
P.O. Box 418  
White Earth, MN 56591

Download Applications: [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native American Preference  
A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.  
Background Checks performed*