



# Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

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## Vacancy Announcement

### Resource Technician

<b>Job Title:</b>	Resource Technician	<b>Division/Department:</b>	Resource/Environmental
<b>Salary Grade:</b>	Depending on Experience	<b>Reports to:</b>	NTC Resource Director
<b>Position Type:</b>	Full Time / Temporary Depending on Funding	<b>Announcement Date:</b>	7/25/19
		<b>Closing Date:</b>	When Filled

### SUMMARY

To provide support in the Ninilchik Traditional Council Resource Department in the development, operation, maintenance, and management of current and future Resource programs that are technically sound, scientifically based, and in conformance with policies of NTC. This position is designed to provide support to the Ninilchik Subsistence Fisheries and Resource/Environmental Programs.

### PRIMARY DUTIES/RESPONSIBILITIES

1. Assist in the development, review and updates for Ninilchik Traditional Council's Resource programs.
2. Coordinate and carry out work tasks and assignments under the direct supervision of the Ninilchik Traditional Council's (NTC) Resource/Environmental Program Director.
3. Attend relevant trainings as approved by the NTC Resource/Environmental Program Director that are necessary and required within the scope of the program budget and approved work plans.
4. The Tribal Management Resource Assistant shall be responsible for work tasks as assigned, work safety practices and training, maintaining work records and time reports, logging and reporting of travel records, and overall quality of produced work tasks.
5. Perform as a strong technical representative for field work activities, subsistence fisheries, assessments and data collection.
6. Gain an in-depth understanding of the Tribe's existing projects, services and capabilities.
7. Participate in research projects and make recommendations, based on research and best practices, for improvements.
8. Safe operation of NTC equipment such as all-terrain vehicles, boats, anchoring, chainsaws, etc.
9. Participate and assist in the Kasilof and Kenai subsistence fisheries.
10. Use of appropriate safety gear while using equipment and conducting field work.
11. Removal of materials for disposal and clearing designated areas under the direction of the NTC Resource/Environmental Program Director.
12. Attend daily safety meetings when working in the field.
13. The Tribal Management Resource Assistant shall assist in preparing program requisitions to be submitted to the Program Director for approval, along with required timesheets, reports and administrative tasks that fall within the purview of the program.
14. Performance of daily administrative tasks which include but are not limited to: answering phones, filing, grant file management, copying, faxing, email and internet research.

15. Performs other duties as prescribed by the NTC Resource/Environmental Program Director and/or the Executive Director or his/her appointed designee.

### **INDIAN PREFERENCE**

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act (25 USC 450e(b)), to give absolute preference in selection to candidates who are eligible for Indian Preference also applies. \* For consideration under Indian Preference, proof is required.

### **SUPERVISION**

This position will be under the direct supervision of the NTC Resource Director. This position, as with all NTC positions, is subject to and under the direct authority of the NTC Policies and Procedures. The NTC is an alcohol and drug free workplace and alcohol and drug testing is required for employment. Employment is subject to the availability of funds.

### **APPLICATIONS:**

Applications are available at the Ninilchik Traditional Council office building located across from the General Store in Ninilchik, 15910 Sterling Hwy., Ninilchik, AK 99639.

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