

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
46411 Timine Way, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060  
[www.umatilla.nsn.us](http://www.umatilla.nsn.us)



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Native Plant Propagation Technician I

**SALARY:** Pay Range 3  
\$19,457.76 to \$30,186.96 annually  
Target Salary \$19,457.76 annually

**DEPARTMENT:** Department of Natural Resources, Wildlife Program

**LOCATION:** Position located at Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with benefits

**SUPERVISED BY:** Plant Nursery Manager

**OPENING DATE:** February 4, 2010

**CLOSING DATE:** Open Until Filled (with first screening February 11, 2010)

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

## DNR MISSION STATEMENT

To protect, restore, and enhance the first foods - water, salmon, deer, cous, and huckleberry - for the perpetual cultural, economic, and sovereign benefit of the CTUIR. We will accomplish this utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resource policies and regulatory mechanisms.

## TRIBAL NATIVE PLANT NURSERY MISSION AND GOALS

The Native Plant Nursery produces locally adapted native plant materials for use in habitat and ecosystem restoration efforts. The production goal for the nursery is 300,000 healthy native plants of 30 species for installation in 2010 with a 10 percent annual production increase through 2013 to meet increased demand resulting from marketing, product/services expansions, and growth of the conservation and restoration markets. This goal will be met while providing a venue for personal and professional development of tribal community members and for development of public awareness of the role of native plants in habitat restoration and cultural preservation.

## GENERAL STATEMENT OF DUTIES

Native Plant Propagation Technician I coordinates and carries out nursery projects, contributing in all areas of plant propagation and restoration operations. Individual performs a variety of work incident to operation of equipment and structures connected with nursery, restoration, and protective equipment. Equipment includes such items as restoration equipment, seed cleaners, pasteurizers, irrigation systems and related controls. Structures include greenhouses, metal buildings.

## EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

Incumbent will:

- Conduct plant collection, propagation, and restoration work based on priorities, schedules, and plans established by supervisor, independently, or as a member of a crew to accomplish the tasks
- Perform such operations as identify, collect, prepare track-source and inventory documents, clean, condition and plant native plant seed or cuttings; monitor health/growth of plants, harden off, place plants in cold storage; and implement off-site habitat restoration operations
- Exercise skills in utilizing materials, equipment, tools, and methods required to perform the job and direct others helping in the performance of job assignments
- Be trustworthy, adaptable, self-motivated, organized, goal-oriented, and able to work alone in many phases of the nursery operations

- Utilize strong communication skills, a positive attitude, effective work habits, good physical condition, and have the athletic ability, agility, and experience to work safely and efficiently in rough terrain (occasionally for long hours) during inclement weather, sub-zero temperatures and intense heat while collecting propagules, planting at construction/restoration sites (late fall/early spring), and performing other duties as required.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: Access to all Native Plant areas

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Must possess a High School Diploma or GED.
2. Experience with cultivation of native plants and willingness to learn and follow meticulous methods of plant propagation and handling.
3. Willingness to work weekends when scheduled (possibly March through September)
4. Past experience completing work based on priorities, schedules, and plans established by supervisor, independently, or as a member of a crew to accomplish the tasks
5. Past experience in records and reporting
6. Past experience supervising employees. Permitted to work with youth and people on probation or parole.
7. Good physical condition and athletic ability to work long hours during inclement weather or intense heat or cold and rugged terrain
8. Good written and verbal communication skills
9. Valid driver's license and a driving record that will meet tribal insurance eligibility criteria

**PHYSICAL DEMANDS:**

- 1. Ability to work in demanding conditions, including long hours in rugged terrain and/or extremes of temperature, lifting up to 50 pounds repeatedly.**

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

#### SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until position is filled with first screening Friday, July 17, 2009 or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE**

**CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed application for Sensitive Tribal Positions.
5. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
6. Veterans preference: Must provide proof of honorable service and discharge or completed Form DD214.
7. Copy of High School diploma or GED.

**APPLICANT RESPONSIBILITY**

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
P.O. Box 638  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

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Approved by: Julia Withers-Lyons, Human Resources Manager

Date

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**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date