

CHEYENNE RIVER SIOUX TRIBE
DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES
PESTICIDE CIRCUIT RIDER
OUTREACH SPECIALIST

DESCRIPTION OF WORK

General Statement of Duties: The incumbent will be responsible for assisting with the coordination and implementation of Public Outreach and Community Awareness for all programs.

Perform a variety of duties in Integrated Pest Management (IPM) assessments and assist in the management and coordination of the program.

Supervision Received: Works under the direct supervision of the Environmental & Natural Resources Department Director.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

The employee will be responsible for conducting IPM (integrated pest management) assessments of schools; assisting Executive Assistant in setting up and facilitating public hearings, public meetings, etc. pertaining to the activities of the department. Must have good communication skills.

Establish and maintain a library of Environmental documents to include, EPA literature, reports, correspondence, studies, etc., and will be required to retrieve information as requested.

Must have knowledge of Microsoft Word, Excel, Power Point, Publisher, and Adobe Acrobat Pro. Will assist in the preparation of quality presentations with the assistance of other departmental staff. Will create brochures and other outreach documents as well as update social media page(s).

Assists the Executive Assistant in maintaining and completing employee time sheets; financial documents; monthly/quarterly reports and cooperating and working with other staff/agencies/programs, as well as the general public.

Provides assistance to the general public that have questions regarding the Department or inquiries pertaining to various technical aspects of the department.

Files, answers telephones, routes calls, takes messages, and schedules as required in the daily operation of the program.

Assists with the data base for Pesticide Circuit Rider program.

Must be able to attend and complete forty (40) hours of HAZMAT Training and maintain it throughout employment.

Travel is required, must be willing to travel.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Ability to follow verbal and written instructions. Ability to effectively communicate verbally and in writing. Must possess ability to make, clear, concise, and effective verbal and/or written presentations and reports. Must be able to work well with the public, work cooperatively with other staff, work with minimal supervision, and complete work in a timely manner to meet deadlines. Must have basic knowledge of computer skills and general office skills. Must be willing and able to travel and attend training as required. Must be willing to obtain and maintain 40-Hour HAZMAT certification.

Education: Must have a high school diploma or GED. Some college preferred.

Experience: Two years experience preferred. Must have basic working knowledge of computers, various software, peripherals, copiers, fax, and power point operation and presentation.

Special Requirements: Must be able to be insured by the Cheyenne River Sioux Tribe and have access to transportation with a valid SD driver's license. Must pass physical, with the ability to lift 50 lbs. Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/Local, Federal and State background checks. Must adhere to confidentiality. Confidentiality is very important and all matters pertaining to individual problems and personnel issues will be discussed with the Department Chair and will be kept confidential. All matters pertaining to the Environmental & Natural Resource Department will be kept confidential and within the department. Failure to comply will be cause for dismissal.

Revised Date: 2.16.2023