THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR12624223
POSITION NO: 245107
POSITION TITLE: Botanist
DEPARTMENT NAME / WORKSITE: Fish and Wildlife / Window Rock, AZ

WORK DAYS: Monday - Friday
REGULAR FULL TIME: ☐
GRADE/STEP: BQ65A

WORK HOURS: 8am - 5pm
PART TIME: ☐
NO. OF HRS./WK.: ☐

SENSITIVE ☐
SEASONAL: ☐
DURATION:

NON-SENSITIVE ☐
TEMPORARY: ☐

CLOSING DATE: 08/03/2022 by 5 pm

DUTIES AND RESPONSIBILITIES:
Works closely with technical staff in completing biological reviews for American Rescue Plan Act (ARPA) funded projects. Ensures proposed activities are consistent with policies and procedures; reviews environmental documents; determines if site visits are necessary; and contributes to determination letters. Database entry for project reviews; coordinates with customers when surveys will need to be completed and submitted for review; contact with sponsors to follow-up on recommendations of avoidance and/or conditions of compliance. On occasion conduct site visits to determine if project is in compliance. Coordinate with technical staff and office staff to meet the demands of biological review for ARPA projects. Assists primary botanist with monitoring of plants throughout the Navajo Nation. Applies data towards biological reviews with various types of tools to assess the project and impacts to biological resources.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A Bachelor’s degree in Botany, Plant Science, or a closely related field of study, and two (2) years professional experience in botany.

Special Requirements:
• A favorable background investigation.
• Posses a valid state driver’s license. Obtain tribal driving permit within 90 days of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:
Proficient in Microsoft Office software. Able to use general office equipment (e.g. laptop, scanner, printer, copier, etc.). Familiarity with using Google Earth and ArcGIS.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS’ PREFERENCE.