



Vacancy Announcement

USDA Forest Service, Office of Tribal Relations



Assistant Director of Tribal Relations GS-0301-14

2 Permanent Positions ----- Duty Station: Washington DC
Opening & Closing Dates: 09/27/2022 to 10/07/2022

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Incumbent serves as an **Assistant Director of the Office of Tribal Relations**, in the Washington Office, State and Private Forestry. As an Assistant Director, the incumbent is responsible for providing technical leadership, guidance, assistance, and active participation in the planning and coordination of a national level program. Major responsibilities of this position include but are not limited to all planning, direction, development, evaluation and administration of the USDA Forest Service tribal relations program.

In this case, the program serves to elevate the understanding and skills of Forest Service (FS) personnel regarding issues that involve American Indians and Alaska Natives, or Alaska Native Corporations (ANCs), with a primary focus on assisting the FS to build, maintain, and enhance

government-to-government relationships between the Agency and federally recognized Indian Tribes (Tribes). The program involves providing oversight and assistance in developing FS national policy dealing with tribal relations issues, including advising Washington Office and other staffs on new and revised policies; conducting office management, training, and liaison with staffs across the Agency; building and maintaining relations with Washington Office and Regional Directors and key staffs in all of the Deputy Chief areas, Congress, Tribes, ANCs, Intertribal organizations, States, other governmental, and non-governmental organizations.

DUTIES

- Provide technical leadership and guidance in the planning and coordination of a tribal relations program.
- Plan, direct, and evaluate agency tribal relations program.
- Elevate the understanding and skills of agency personnel regarding issues that involve American Indians and Alaska Natives, or Alaska Native Corporations (ANCs).
- Build and maintain relations with agency Directors and key staffs, Congress, Tribes, ANCs, Intertribal organizations, States, other governmental, and non-governmental organizations.
- Enhance government-to-government relationships between the Agency and federally recognized Indian Tribes.
- Resolve problems and disputes that arise.
- Evaluate reports, perform research and prepare detailed responses to address complex program issues.
- Perform administrative and human resources management functions for the unit such as providing advice, counsel or instruction on both administrative and work matters.
- Promote and support a positive work environment to create a climate of mutual respect and integrity.

For additional information about the duties of this position, please contact Pamela Williams at pamela.williams3@usda.gov.

To apply click on the link below:

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