



Rincon Band of Luiseño Indians

Contact Us:

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Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Environmental Manager

Requisition Num.: 2026-028

Open Date: 08/03/2026

Closing Date: Until Filled

Department: Environmental

Classification: Full-Time/Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the direction of the Tribal Administrator, the Environmental Manager serves as the operational leader of the Environmental Department and is responsible for the administration, strategic planning, budgeting, personnel management, operational performance, resource allocation, and implementation of the Tribe's environmental programs. The Environmental Manager establishes departmental priorities, supervises Environmental Department personnel, determines whether environmental grant opportunities will be pursued based on departmental capacity and Tribal priorities, allocates personnel and resources, and ensures approved environmental programs are effectively implemented in support of the Tribe's strategic objectives.

While the Environmental Manager's primary responsibility is departmental leadership and administration, the position also maintains sufficient technical competency to support field operations, environmental monitoring, regulatory inspections, emergency response activities, and other environmental program functions as necessary.

The Environmental Manager collaborates with the Environmental Director to evaluate environmental funding opportunities, regulatory requirements, and technical recommendations while maintaining responsibility for operational planning, employee supervision, workload prioritization, budgeting, and department performance.

This position is responsible for advancing the environmental goals and objectives of the Rincon Band of Luiseño Indians through effective leadership, sound fiscal management, employee development, operational excellence, and successful implementation of approved environmental programs. The Environmental Manager conducts business in a professional and respectful manner that upholds the integrity, sovereignty, and reputation of the Rincon Band of Luiseño Indians and maintains a thorough working knowledge of, and complies with, all applicable Tribal policies, regulations, procedures, Human Resources policies, and environmental standards.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- **Department Leadership:** Provide overall leadership, administration, strategic planning, and operational management of the Environmental Department.
- **Personnel Management:** Supervise, coach, mentor, evaluate, discipline, develop, and support Environmental Department employees; conduct performance evaluations; develop coaching and employee development plans; recognize employee accomplishments; promote cross-training, succession planning, and professional development opportunities; and foster a culture of accountability, continuous improvement, teamwork, and organizational excellence.
- **Operational Planning:** Develop annual departmental work plans, establish operational priorities, and monitor departmental performance.
- **Budget Administration:** Develop, administer, and monitor the Environmental Department budget.
- **Grant Governance:** Evaluate environmental funding opportunities presented by the Environmental Director and determine whether grant opportunities should be pursued based on departmental priorities, available resources, operational capacity, and the direction of the Tribal Administrator.
- **Technical Program Support:** Maintain the technical competency necessary to effectively oversee and support Environmental Department operations and, when operationally necessary, conduct or participate in environmental inspections, environmental assessments, field investigations, environmental monitoring, sampling activities, site visits, emergency response, quality assurance activities, and other technical field assignments to ensure program continuity, verify work quality, provide technical oversight, support departmental operations, and meet operational or regulatory requirements.
- **Resource Allocation:** Assign personnel, equipment, consultants, contractors, and other departmental resources necessary to successfully implement approved environmental programs.
- **Policy Administration:** Implement Tribal policies. Ensure compliance. Maintain departmental procedures.
- **Interdepartmental Coordination:** Develop and maintain collaborative working relationships with Tribal departments, including Public Works, Fire, Planning, Cultural Resources, Housing, Government Administration, and other Tribal programs, to coordinate departmental operations, environmental initiatives, regulatory compliance, infrastructure planning, grant implementation, and cross-functional projects in support of the Tribe's strategic objectives.
- **Executive Reporting:** Prepare and present reports, recommendations, and departmental updates to the Tribal Administrator, Tribal Council, and other governing bodies as requested; advise the Tribal Administrator on departmental operations and strategic initiatives; and recommend operational improvements that enhance efficiency, accountability, service delivery, and the successful achievement of the Tribe's environmental goals and objectives.
- **Collaboration:** Collaborate with the Environmental Director regarding environmental priorities, regulatory requirements, grant opportunities, staffing recommendations, technical implementation, and environmental initiatives to support the successful operation of the department.

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

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OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- Perform other related duties as required.

SUPERVISION ADMINISTERED

- This position has **direct supervisory responsibility** for all Environmental Department personnel. Responsibilities include hiring recommendations, onboarding, work assignments, scheduling, coaching, performance evaluations, employee development, disciplinary actions, leave administration, succession planning, and ensuring accountability for departmental performance.
- The Environmental Manager **collaborates** with the Environmental Director regarding technical program requirements and environmental priorities while retaining final authority for personnel assignments, workload prioritization, resource allocation, employee supervision, departmental operations, and implementation of approved environmental initiatives, consistent with Tribal policies, Human Resources policies and procedures, and the direction of the Tribal Administrator.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government effectively and professionally in a public venue.

Education/Experience and/or Training:

- Bachelor's degree from an accredited college or university in Environmental Science, Environmental Engineering, Biology, Chemistry, Natural Resources Management, Ecology, Hydrology, Geology, Environmental Planning, or a closely related field is required. A Master's degree in a related discipline is preferred.
- Minimum of five (5) years of progressively responsible experience in environmental program administration, environmental management, or natural resource management, including at least three (3) years of supervisory or management experience.
- Supervisory experience required.
- Demonstrated experience in budget administration and fiscal oversight.
- Demonstrated experience supervising, developing, and evaluating employees.
- Demonstrated leadership and organizational management experience.
- Experience with strategic planning and implementation.
- Experience managing complex projects and multiple competing priorities.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV

Additional Requirement:

- Must obtain and maintain certifications required by Tribal, federal, state, or grant-funded environmental programs, as applicable.
- Supervisory, project management, emergency management (ICS/NIMS), or environmental management certifications are desirable.

Work-Related Knowledge:

- Comprehensive knowledge of federal, Tribal, state, and local environmental laws, regulations, and environmental protection programs sufficient to effectively oversee departmental operations.
- Knowledge of organizational leadership, personnel management, employee development, performance management, and supervisory best practices.
- Knowledge of strategic planning, operational planning, budgeting, resource allocation, and project management principles.
- Knowledge of environmental grant administration, funding requirements, budget oversight, and program implementation.
- Knowledge of Tribal government operations, Tribal sovereignty, and the government-to-government relationship with federal, state, and local agencies.
- Working knowledge of environmental monitoring techniques, field investigations, environmental sampling methodologies, environmental data interpretation, and environmental compliance activities sufficient to oversee departmental operations and participate in field activities when necessary.
- Knowledge of procurement procedures, contract administration, and consultant management.
- Ability to evaluate technical recommendations and environmental program requirements to support informed operational decision-making.
- Ability to establish productive working relationships with Tribal leadership, governmental agencies, consultants, contractors, community members, and partner organizations.
- Demonstrated leadership, organizational, and project management skills with the ability to manage multiple operational priorities, personnel, and departmental initiatives simultaneously.
- Proficiency with Microsoft Office Suite, Geographic Information Systems (ArcGIS Pro or equivalent), project management software, financial tracking systems, and other technology necessary to manage departmental operations and support environmental programs.
- Ability to interpret complex environmental regulations and communicate technical information to both technical and non-technical audiences.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance and Long-Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values*Trust**Integrity**Open and Honest Communication*
