



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 090-19**

**OPENING DATE: 05/16/2019**

**CLOSING DATE: 06/15/2019**

**POSTED: IN & OUT**

**POSITION:** Water Resources Director  
**PAY GRADE:** E13 (\$38.83/ph to \$47.56/ph)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI and Grant Funded  
**DEPARTMENT:** Tribal Administration  
**REPORTS TO:** Governor and Tribal Council  
**BACKGROUND LEVEL:** High Public Trust

**JOB PURPOSE:**

Responsible for water resource protection and development and water-related projects for the Pueblo of Isleta, including inventorying the Pueblo's water resources, assessing current and future water needs, improving irrigation infrastructure, expanding irrigated agriculture, developing ground and surface water, improving the health of the Pueblo's Bosque, assessing ESA related issues and opportunities, and developing and managing habitat restoration projects approved by the Council.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

1. Oversee all aspects of the Pueblo's efforts to protect its water resources, to promote the sustainable use of water resources by the Pueblo, and to develop/maximize the Pueblo's water rights.
2. Establish and manage a Water Resources Department that will assist the Tribal Council and Governor in developing appropriate water resource (both surface and ground water) policies, programs and projects to protect the Pueblo's water resources from depletion or degradation, while also maximizing the Pueblo's legal claims to such resources.
3. Develop and implement projects and measures to: 1) protect and improve irrigation infrastructure, including the Isleta Diversion dam, serving Pueblo lands; 2) restore the productivity of Pueblo lands that suffer from water logging; 3) to protect and improve the Rio Grande and riparian ecosystems within the Pueblo, including projects to be developed and funded by the federal government to address problems with sediment deposits;

4. Make recommendations to the Tribal Council and Governor appropriate measures to protect and improve water quality.
5. Work with the Governor, Tribal Council, legal counsel, and any water rights committee that may be established by the Tribal Council, to develop the Pueblo's water claims and to have the Pueblo's water rights quantified on the most favorable terms reasonably obtainable.
6. Coordinate and collaborate with appropriate federal and state agencies on water-related issues and projects.
7. Develop, for the Governor's and Tribal Council's consideration, and implement departmental goals and objectives, enforce organizational policies and procedures and ensure compliance with Governor and Tribal Council directives.
8. Subject to direction and approval from the Governor and/or Tribal Council, serve on, and/or give reports to boards, commissions, and/or committees, whether Pueblo or non-Pueblo.
9. Provide periodic written summaries to the Governor and Tribal Council on water resource issues and projects, including environmental-related issues and projects affecting the Rio Grande and its environments and make recommendations to them.

**SUPERVISION RESPONSIBILITIES:**

Not Applicable at this time, however, once department is established and appropriate personnel is transferred into the department then will provide supervision to those staff members.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES. PLEASE SUBMIT THE PUEBLO OF ISLETA EMPLOYMENT APPLICATION.**

1. Master's degree in water resources management or planning, hydrology, engineering, chemistry, geology, or related natural resources field.
2. Five (5) years of experience directly related to the position duties
3. Three (3) years of supervisory experience.
4. Experience with PL 93-638 self-determination contracting.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

1. Knowledge of relevant laws and policies on or affecting the Pueblo's water, water rights and lands.
2. Knowledge of relevant natural sciences, hydrology, and watershed management principles.
3. Ability to understand complex environmental technical and legal reports
4. Knowledge of the principles and techniques used in environmental assessment and analyses.
5. Knowledge of relevant state and federal laws related to water resources and water-related work (such as EPA Water Quality Standards, Clean Water Act Programs (NPDES Section 401/404), Bosque Restoration and Wetland Delineation Programs and discharge requirements.)
6. Proficient with MS software including Windows XP, Word, Excel, Powerpoint, Outlook and Internet Explorer.

7. Ability to effectively work and communicate with tribal leadership and staff, the MRGCD, federal, state, and local representatives, and with other outside entities that are involved in water issues.
8. Ability to work independently, with minimal supervision.
9. Ability to write successful grant applications and manage resources within a budget and timeframe.
10. Ability to navigate through complex permitting, compliance, and legal policies and procedures.
11. Ability to maintain confidentiality.
12. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
13. Ability to communicate efficiently and effectively both verbally and in writing.
14. Ability to handle multiple tasks and meet deadlines.
15. Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT**

- Work is performed in a typical interior/office and outdoor environment.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, gloves, or protective face shields are needed may occur.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.
- Noise level is usually minimal.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.