



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 147-22**

**OPENING DATE: 09/21/2022**

**CLOSING DATE: 10/02/2022**

**POSITION:** Bosque and Riverine  
Restoration Manager  
**PAY GRADE:** E7 (\$24.11/hr. - \$34.96/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Natural Resources  
**REPORTS TO:** Water Resource Manager  
**BACKGROUND LEVEL:** Public Trust

**POSTED: IN/OUT**

**JOB PURPOSE:** Coordinates and manages multiple restoration initiatives within the Isleta Bosque and Riverine areas with a focus on eradicating invasive species, re-vegetation with native species, and improving wildlife habitat. Maintains confidentiality of all privileged information.

*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:**

- Manages a multi-million dollar Bosque and Riverine (B&R) Restoration program addressing habitat management of a 2,200-acre floodplain and 9-mile river segment within the Isleta Reservation boundary
- Responsible for implementing existing comprehensive restoration plan
- Develops goals and objectives to ensure progress in accordance with applicable tribal and federal laws, rules, and regulations.
- Responsible for implementation of comprehensive restoration plan within and around culturally sensitive areas.
- Assists Water Resources Manager in long-range and annual plans of work, and in project accounting, annual budget preparation and other reports related to B&R activities.
- Coordinates and oversees day-to-day Bosque and Riverine Restoration program operations and staff activities.

- Responsible for effective coordination and implementation of restoration program activities, including, but limited to staff and contractors implementing fuels reductions, invasive species removal and eradication, native re-vegetation, wildlife habitat improvements, and riverine-aquatic habitat restoration.
- Develops/co-develops quantitative success criteria and oversees implementation of monitoring and adaptive management plans and strategies.
- Writes proposals and grants to secure additional funding and grant monies for continuation and expansion of program services; oversees grant projects and ensures deadlines are met.
- Manages multiple grants and associated budgets to ensure compliance with agency and foundation funding requirements.
- Achieves financial objectives by preparing and administering annual program budget; presenting and justifying budget recommendations to appropriate personnel.
- Prepares reports to document accomplishment of projects and grant requirements.
- Hosts regular project meetings to ensure communication among Pueblo staff and contractor(s) regarding restoration related activities.
- Coordinates Bosque and Riverine projects within the department, and with other tribal departments and local, state, and federal agencies.
- Acts as a Pueblo representative through public speaking with a variety of federal, state, academic and non-government organizations.
- Develops and coordinates training for restoration program staff to build internal capacity for long-term management.
- Maintains certifications and credentials related to the position that include mandatory annual training.
- Ensures that contractor(s) involved in Bosque and Riverine Restoration activities maintain required certifications and licenses and follow Best-Management-Practices.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; conferring with representatives of contracting agencies and related organizations.
- Keeps leadership and other departments informed of the status of department activities by attending meetings and submitting reports.
- Maintains confidentiality of all privileged information and data.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Supervises Bosque Restoration activities.
- Assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hire, evaluate, discipline, and develop professional staff roles and responsibilities.
- Coordinates training, orientations, and continuing education of staff.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Biology, Ecology, Natural Resource Management or closely related field.
- Five (5) years progressive work experience administering natural resource/habitat restoration project/program.
- Experience supervising staff.

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable Federal, State, county and local laws, regulations, and requirements.
- Knowledge of budget preparation and grant/proposal writing.
- Knowledge of the principles of environmental conservation and management related to ecosystem restoration.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in hiring, supervising, training, and evaluating assigned staff.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Knowledge of budget preparation and grant/proposal writing.
- Ability to prepare accurate, complete, and legible reports.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.

**PHYSICAL DEMANDS:**

- Walking through and implementing ecological field work in areas of dense floodplain vegetation and a riverine environment prone to seasonal flooding
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing and walking may be on uneven surfaces or unstable ground.

**WORK ENVIRONMENT:**

- Work is conducted in office and outdoor settings, depending upon the task at hand. .
- Exposure to climatic elements typical of southwestern U.S., including high summer temperatures and cold winters.
- Situations where safety-toe shoes, safety goggles, gloves, or snake gaters are needed may occur.
- Travel within the Pueblo is required and working in culturally sensitive areas is common.
- Periodic evening and weekend work may be required to complete salaried job duties.

**PREFERENCE:**

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