



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

**POSTING NO: 127-22**

**OPENING DATE: 08/26/2022**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Natural Resource Manager  
**PAY GRADE:** E9 (\$29.17/hr. - \$42.30/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Natural Resources  
**REPORTS TO:** Natural Resources Director  
**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:** Accomplishes the Rangeland, Wildlife, Forestry, and Agriculture strategic objectives by planning, organizing and directing all functions required to operate and maintain day-to-day operations. Ensures compliance with all tribal, federal, state, county, or other regulatory agency laws, ordinances, codes and regulations designed to protect the natural resources of the Pueblo of Isleta.

*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:**

- Develop, plan, and provide oversight of the technical and administrative functions of the Natural Resources Department.
- Plan, direct, and monitor department productivity and quality goals.
- Coordinate activities with other POI programs and federal agencies dealing with Natural Resources.
- Utilize thorough understanding of the National Environmental Policy Act (NEPA) process to lead and provide guidance to staff.
- Work with the Natural Resource team to develop recommendations regarding operating procedures, staffing, budget, equipment and other requirements to effectively accomplish Pueblo mission.

- Work with the Natural Resource Department to implement landscape level projects to restore watersheds, improve water quality, improve rangeland management areas, and oversee Forestry and Silviculture prescriptions.
- Compete for competitive resource grants by directing the writing of proposals and grants to secure additional funding and grant monies for continuation and expansion of program services.
- Manage department budget; coordinate financial and budget activities for maximum operational efficiency.
- Resolve natural resource management problems and participate in the formulation of departmental policies and programs.
- Develop and identify natural resources within the interior and immediate exterior boundaries of the reservation.
- Gather and analyze field data to determine population, trends, or problems associated with natural resources.
- Review and prepare assessments for projects and issues affecting tribal lands or environmental resources.
- Prepare and present reports on the status, activities and plans for current and future operations; keep leadership and other departments informed on status of department activities by attending meetings, submitting reports, and providing consultation and recommendations.
- Host regular staff meetings to ensure communication regarding department related activities.
- Create policies and procedures for staff to ensure consistency and adherence to department goals.
- Perform other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Manage staff by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers and administrative staff.
- Responsible for establishing employee standards and evaluates performances; ensures that necessary training is provided to employees.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Biology, Environmental Studies, Wildlife Science, or related field.
- Seven years progressive work experience in working with natural resources or environmental management.
- 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 for position.
- 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 department organization, functions, objectives, policies and procedures.

- Knowledge of all types of environmental issues and their impact as well as methods to manage resources effectively and correct deficiencies or problems.
- Knowledge of research methodologies and data analysis.
- Knowledge of budget preparation.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Proficient in GIS and GPS systems and other inventory and mapping tools utilizing geospatial data.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work various schedules and extended hours.
- 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.
- Ability to make solid decisions and exercise independent judgment.

**PHYSICAL DEMANDS:**

- 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.
- Position requires ability to lift 25 lbs.

**WORK ENVIRONMENT:**

- Work is generally performed outdoors.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, safety goggles, 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.

**PREFERENCE:**

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