



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 147-22

OPENING DATE: 09/21/2022

CLOSING DATE: 02/24/2023

POSTED: IN/OUT

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

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 gators 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.