



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: 03/21/2023

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.