



**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](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 170-22**

**OPENING DATE: 11/01/2022**

**CLOSING DATE: 03/31/2023**

**POSTED: IN/OUT**

**POSITION:** Wildlife Biologist  
**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:** Child/Elder

**JOB PURPOSE:** This position will support the overall management, planning, protection, preservation, and enhancement of both the flora and fauna resources within the Pueblo of Isleta Trust and Fee Boundaries.

*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:**

- Serves as lead coordinator of multiple concurrent projects employing a variety of sampling techniques.
- Prepares project reports, position papers, publications, public communications, comments on NEPA, ESA, and other regulatory-oriented documents, and provides related input on Tribal and non-Tribal resource management activities.
- Prepare Wildlife Specialist Reports, Biological Evaluations, and prepare Environmental Analysis, and Categorical Exclusions, and other NEPA requirements.
- Prepares scientific investigation plans, statistical sampling designs, project proposals, and progress reports.
- Prepares and manages budgets including multiple grants designed to benefit wildlife and wildlife habitat.
- Collect and analyze biological data about relationships among and between organisms and their environment(s). Communicate test results effectively to outside agencies, staff, and the public.

- Design and conduct surveys for wildlife including Threatened and Endangered Species, State Sensitive Species, and species of special management concern.
- Design and implement habitat manipulating projects for the benefit of all wildlife.
- Research environmental effects of present and potential uses of land and water areas, determining methods of improving environmental conditions.
- Measures salinity, acidity, light, oxygen content, and other physical conditions of water to determine their relationship and impact on aquatic life.
- Study and manage wild animal populations.
- Conducts literature research, designs and implements field studies, and compiles and analyzes collected field data. Use collected field data to create written data summaries, analyses, and final technical memorandums, reports, and publications.
- Assist Pueblo's staff in obtaining and maintaining necessary research and survey permits with the United States Fish and Wildlife Service.
- Assists in preparation and deployment of Global Positioning System equipment, Geographic Information System mapping, and Ortho-photographic documentation related to Wildlife Management.
- Represents the Pueblo and is a point of contact in representing Biological Program interagency forums, work groups, task forces, committees, and the general public.
- Design, write, compete, and manage grants for the benefit of wildlife and wildlife habitat. Develop pest management and control measures, and conduct risk assessments related to pest exclusion, using scientific methods.
- Assist with the development of natural resource restoration projects and project management activities.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Corresponds with federal, state, local, and Isleta personnel on issues related to the resource management of flora and fauna of the Pueblo of Isleta.
- Works with staff in preparation of technical exhibits for presentation to Tribal Administration, Tribal Council, and court proceedings or hearings.
- Assists administration with federal projects on Isleta Pueblo.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Wildlife Biology, Ecology or related field.
- Minimum of three (3) years of biology field experience professionally, educationally, or combination of both required.
- Work experience in intermountain ponderosa pine, Rio Grande Bosque, and Western Range ecosystems preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must 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 life history, biology, and habitat requirements of ESA species of concern for the region and ecosystems of the Pueblo.
- Experience assessing potential impacts of resource management activities and providing written input on necessary protective measurements.
- Knowledge of Federal, State and agency laws, rules and regulations governing environmental laws and regulations.
- Knowledge of the techniques, methods and devices used to conduct wildlife surveys and to determine population trends.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in preparing, reviewing, and analyzing operational and technical reports.
- Ability to demonstrate originality and good judgment in adapting accepted practices and procedures required to accomplish specific tasks under changing or unexpected circumstances.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently with minimal supervision.
- 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 make solid decisions and exercise independent judgment.

**PHYSICAL DEMANDS:**

- Ability to conduct work safely in water environments.
- 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 50 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, 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.