



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

**POSTING NO: 097-22**

**OPENING DATE: 06/10/2022**

**CLOSING DATE: 06/30/2023**

**POSTED: IN/OUT**

**POSITION:** Rangeland Management Supervisor  
**PAY GRADE:** E8 (\$26.52/hr. - \$38.46/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:** Responsible for managing day to day Rangeland operations and land management practices to ensure the most efficient and effective practices are being utilized. Administers and monitors rangeland ecosystem management principles within the Pueblo to provide sustained production of forage, livestock and wildlife.

*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:**

- Acts as the principal contact and negotiator for multi-use management within assigned rangelands.
- Develops Rangeland Management Plans.
- Conducts grazing administration duties, including processing grazing applications, crossing permit applications, range transfers, grazing case file updates, etc.
- Participates in conducting range studies; including vegetation inventories, forage utilization, range trend analysis, and other similar studies common to the rangeland management policies, procedures, and management plan.
- Assembles, evaluates and interprets data relating to forage yields, composition changes, and predictions of performance of primary forage resources.

- Checks range units to assess appropriate time to graze, compliance with management plans, number of livestock, herding procedures, salting, range improvements, maintenance, and the need for additional range improvements such as fences or water development.
- Serves as rangeland advisor identifying problems, and proposes short and/or long term land improvement alternatives.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Responsible for establishing employee standards and evaluates performances, ensures that necessary training is provided to employees, competes for competitive resource grants, and oversees day-to-day rangeland operations.
- Writes proposals and competes for competitive resource grants to secure additional funding and grant monies for continuation and expansion of program services.
- Represents the department to external agencies, organizations, and individuals in all matters regarding the Rangeland Division, and establishes relationships with programs of common interest.
- Plans, directs, and monitors department productivity and quality goals.
- Participates in noxious plant control, seeding, or similar projects by flagging boundaries.
- Identifies plant specimens in the field and collects and prepares specimens.
- Participates in the analysis, interpretation, and evaluation of data to determine if the resource management objectives are being met.
- Presents recommendations to management.
- Prepares environmental assessment documents as required.
- Proposes and participates in updates, revisions, and development plan amendments for Resource Management Plans and Program Summaries as new information becomes available.
- Conducts authorized use investigations and takes abatement action as necessary, consulting with the supervisor or other specialists if needed during the process.
- Conducts livestock consultations and coordinates meetings.
- Determines the need for range and watershed improvements, and assists in the design of such improvements.
- Uses long arm rifles and tranquilizer guns in the control and disposal of predators, wild dogs and livestock.
- Utilizes automated equipment, data systems, and applications to accomplish the duties of the position.
- Collects, enters, manipulates, updates, and maintains data according to program standards.
- Ensures data quality and integrity by adherence to quality control standards and procedures.
- Participates in educational programs, e.g., workshops, short courses, self-study to remain current in range ecology and management theory and practice.
- During the course of routine duties, the incumbent may be required to supply Law Enforcement and Open Space personnel with such assistance and documentation as necessary for prosecution of violations of tribal and federal law and regulations.
- Coordinates activities with permittees as needed.
- Reports any damages or problems beyond department's capability to immediate supervisor.
- Checks assigned grazing pastures and water conveyance systems on POI lands. Reports any damage to windmills, stock tanks, and dirt tanks.
- Uses cameras, camcorders, or other audiovisual equipment for documentation purposes.

- Drives a variety of vehicles, including Off-Highway Vehicles (OHVs), needed for different terrain that may include hazardous roads.
- Operates two way radios and other communications equipment.
- Checks to ensure tools, vehicles and equipment are in proper working order; reports defects and broken parts found on equipment.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Manages Rangeland Division crew in proven rangeland management techniques, methods and practices; provides coaching, counseling and feedback to employees.
- Assigns, reviews, and delegates work and job responsibilities to designated staff and is responsible for establishing employee standards.
- Hires, evaluates, disciplines and develops professional staff.
- Ensures necessary training, orientations and continuing education are provided to staff.

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

- Bachelor's Degree in Rangeland Management, Environmental Science, or related field.
- Five (5) years' work experience in natural resources, water resources, environmental administration, or related field.
- Upon hire, must obtain gun safety certification.
- Upon hire, must obtain off-highway vehicles (OHV) certification.
- Tiwa speaking preferred.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.

#### **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of current rangeland ecosystem management principles, concepts, and theories in order to perform assigned duties concerning the development and implementation of management plans.
- Knowledge of rangeland ecosystems, watersheds, and soil properties for the analysis and preparation of environmental documents which are major in scope such as analysis and impacts of livestock grazing on all other program activities and the subsequent issuance of an authorized grazing permit.
- Knowledge of established procedures to determine the functional condition of rangelands and ability to function as a member of a team involving other staff members in the disciplines and sciences of range, wildlife, soils, and watersheds.
- Knowledge to interpret and analyze the effect and impact of management activities applied to public lands and how these management applications change the level or type of rangeland, wildlife, or watershed uses on other resources and disciplines.
- Knowledge and an understanding of administering livestock grazing to improve and maintain the health, diversity, and productivity of the land.
- Knowledge of applicable federal, state, county, and local laws, regulations and requirements.

- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of budget preparation.
- Knowledge of gun safety.
- Knowledge of OHV operations.
- Knowledge of developing range inventory and monitoring, including determining utilization, determining trend and range condition, as well as providing range improvement strategies.
- Skill in GIS and GPS systems and other inventory and mapping tools utilizing geospatial data.
- Skill in working with individuals and/or groups to identify problems, communicate program requirements, set priorities and make recommendations.
- Skill in using tranquilizer gun and darts.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work independently and meet strict time lines.
- Ability to create and present effective speeches and presentations.
- Ability to exercise independent judgment and make solid decisions.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to safely use long arm rifles.
- Ability to safely operate OHV.

#### **PHYSICAL DEMAND**

- 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 in an outdoor environment.
- Noise level is usually moderate to loud.
- 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 may be required.
- Evening, weekend or holiday hours may be required.

#### **PREFERENCE:**

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