



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: 144002-25

OPENING DATE: 09/15/2025

CLOSING DATE: 12/15/2025 or OUF

POSTED: IN/OUT

POSITION: Natural Resources Director
PAY GRADE: E12 (\$51.26/hr. - \$71.77/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Natural Resources
REPORTS TO: Governor
BACKGROUND LEVEL: Public Trust

Job Purpose: Accomplishes the Natural Resources, Conservation, Environmental, Land and Water Resources, and Bosque Restoration Departments strategic objectives by planning, organizing and directing all functions required to operate and maintain activities, services and department 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:

- Directs the development of strategic plans for the Natural Resources, Conservation, and Environmental, Land and Water Resources, and Bosque Restoration Range Patrol Departments.
- Develops, plans, and provides oversight of the technical and administrative functions of the Natural Resources department.
- Seeks and manages the Natural Resources P.L. – 638 Contract.
- Coordinates activities with other POI programs and federal agencies dealing with Natural Resources.

- Resolves natural resource management problems and participates in the formulation of departmental policies and programs.
- Develops and identifies natural resources within the interior and immediate exterior boundaries of the reservation.
- Gathers and analyzes field data to determine population, trends, or problems associated with natural resources.
- Reviews and prepares assessments for projects and issues affecting tribal lands or environmental resources.
- Plans, directs, and monitors department productivity and quality goals.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Directs the writing of proposals and grants to secure additional funding and grant monies for continuation and expansion of program services.
- Maintains current working knowledge of trends in environmental management.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Contributes to the organization's effectiveness by offering information and opinion as a member of the senior management team; integrating objectives with other functions; accomplishes related results as required.
- Hosts regular staff meetings to ensure communication among staff regarding department related activities.
- Creates policies and procedures for staff to ensure consistency and adherence to department goals.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Provides consultation and recommendations to administration and Tribal Council.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Increases management's and staff effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers and administrative staff; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in education opportunities.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Biology, Environmental Studies, 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, 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 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.
- 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:

- Works is generally performed indoors and 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.