

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2017-18**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Natural Resources Manager
OPENING DATE:	March 17, 2017
CLOSING DATE:	March 30, 2017
DEPARTMENT:	Environmental and Natural Resources/Natural Resources
SALARY RANGE:	E-16; \$51,763 - \$77,645

Position Summary:

Under the general direction of the Director - ENR, the Natural Resources Manager accomplishes the Natural Resources Program's strategic objectives by planning, organizing, and supervising all functions required to operate and maintain program and grant requirements. Oversight in direction to enhance, protect, and sustain the development of all natural resources on the Pueblo of Laguna in the areas of wildlife and fisheries management including hunting, forestry and fuel wood, , surface and sub-surface minerals, and wetlands and riparian resources. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Develops a strategic plan for all programmatic functions.
- Manages assignments for staff by communicating program plans and services; applies training schedule to mentor program staff to understand various areas in natural resources.
- Establishes, develops, implements, and communicates goals, objectives, policies and procedures in accordance with program strategic plan and applicable laws, regulations, ordinances and other regulatory requirements.
- Contributes to departmental effectiveness by identifying short-term and long-range issues and goals; provides information and commentary pertinent to deliberations; recommends options and courses of actions; implements directives.
- Assists in and monitors programmatic field activities to ensure accurate completion of program goals.
- Achieves financial objectives by assisting in preparing annual budget and proposal, including operational plans and objectives; recommends staffing and expenditures.
- Manages grants and contracts, and completes associated obligations including appropriate reporting and budget management.
- Plans, develops, and implements strategies for generating resources or funds for the program.
- Reviews and administers all proposed projects and assures each project corresponds with the Pueblo's Natural Resource priorities and objectives.
- Designs monitoring and research projects to address specific program goals.
- Improves staff effectiveness by coaching, counseling, training and addressing disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results with performance evaluation.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Coordinates the technology needs of the office; purchases hardware and software; ensures staff are fully trained.
- Represents the department and the Pueblo to external agencies, organizations, and individuals in matters regarding Natural Resources, and establishes solid relationships with programs of common interests.
- Conducts annual Natural Resources Program evaluation and assessments of program components and staff according to established policies, procedures, and regulations.
- Generates, creates, submits, and presents reports regarding program activities to the department director.
- Coordinates and communicates hunts, determining season dates and bag limits.
- Develops and implements public information and education programs regarding the Program.
- Maintains professional and technical knowledge by conducting research; attending workshops and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.

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- Researches grant opportunities and determines relevancy to Pueblo's goals and objectives. Completes applications consistent with specific requirements of RFP; assists Grant Writer by providing or composing comprehensive information to complete applications.
- Ensures compliance with existing grants by monitoring projects/activities and submitting required reports and documentation.
- Contributes to a team effort towards accomplishing tasks and achieving results.
- Applies the Pueblo's Core Values and Workforce Values supporting the Pueblo of Laguna's Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Natural Resource Management, Biological Sciences, Ecology, Wildlife Sciences, Fisheries Sciences, or related field required. Must have five (5) years progressive work experience including two (2) years supervisory experience. Master's degree in Natural Resources, Biological Sciences, Ecology, Wildlife Science or related field preferred. Experience working with Tribes or Pueblos is preferred. An equivalent combination of education and experience may be considered. Certification in herbicide/pesticide application preferred or obtained within one (1) year of hire. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Natural Resources Manager is designated at a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of applicable Federal, State, local and Pueblo laws, regulations, codes and requirements.
- Knowledge of wildlife management and hunting practices.
- Knowledge of the principles of environmental conservation and management.
- Knowledge of the Pueblo of Laguna's lands and its plants and animals.
- Knowledge of grant writing and grant administration.
- Ability to communicate effectively, both verbally and in writing, and through speeches and presentations.
- Ability to interpret applicable laws, regulations, requirements, ordinances, and legislation as may apply to the Pueblo.
- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and meet strict time lines.
- Ability to be persuasive and tactful in controversial situations.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to define problems, collect data, establish facts, draw valid conclusions, and adopt appropriate courses of action.
- Ability to use GPS equipment and Maps.
- Skill in computer use, including Word, Excel, Access, Outlook, PowerPoint, and other software/applications specific to the field, including GIS/GPS.

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- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparation of project time lines and staffing plans.
- Skill in preparing reports and correspondence.
- Skill in budget preparation, management, and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership, supervision, and training.
- Skill in maintaining accurate records and identifying resource conditions and problems of on-going projects.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLemployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES