

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2018-17**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Rangeland Monitoring Specialist
OPENING DATE: March 12, 2018
CLOSING DATE: Open Until Filled
DEPARTMENT: ENRD/Rangeland Management
SALARY RANGE: NE-10; \$29,682 - \$44,512

Position Summary:

Under the general supervision of the Rangeland Program Manager, monitors rangeland conditions, collects field data, incorporates data into GIS systems and creates maps. Interprets field data and assists in the development of range management plans. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of 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:

- Provides technical assistance on rangeland management issues and assists with planning and administrative tasks.
- Monitors, collects data, and documents rangeland conditions. Performs vegetation monitoring measurements including identification of plant species, plant densities, plant spacing, forage use levels, and fixed photo points.
- Assesses and monitors The Seventeen Indicators of Rangeland Health.
- Locates, identifies by species, and inventories noxious weed populations on Pueblo lands.
- Provides field supervision of rangeland improvement technicians, as necessary.
- Trains inventory staff in rangeland field techniques including clip plot work.
- Utilizes GIS, GPS, and other mapping equipment and software to develop maps, analyze data and provide guidance and recommendations for range improvements and other programmatic mapping needs.
- Inspects Rangeland Management Units for compliance with Pueblo Ordinances and requirements; provides reports with relevant documentation.
- Documents occurrences and provides leadership and assistance for resolving unauthorized use of rangelands. Resolution may include removal/relocation of trespass animals.
- Assists the Rangeland Program Manager in updating and maintaining range management plans developed in cooperation with livestock associations.
- Develops narrative and statistical reports as required.
- Works with tribal livestock associations, adjacent landowners, and other county, state and federal agencies, as appropriate, to encourage and correlate sound rangeland management practices.
- Provides advice and assistance regarding rangeland management policies and practices to insure the optimal use of rangeland resources for present and future Pueblo needs.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to overall team effort to accomplish tasks and achieve results.
- Performs other duties as required.

Minimum Qualifications

- Bachelor's Degree in Range Sciences, Agriculture, or related field required.
- Two years of work experience in management of rangeland resources, including plant identification and GPS/GIS experience, required.
- A combination of relevant education and directly related work experience may be considered.
- Fluency in the Laguna language preferred.

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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 Rangeland Monitoring Specialist is designated as a Moderate Risk Public Trust (MRPT) 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, Skills, Abilities, and Certifications:

- Knowledge of applicable laws, regulations, and requirements pertaining to animal husbandry and rangeland management.
- Knowledge of the principles of rangeland conservation and management.
- Knowledge of Pueblo rangeland habitats.
- Knowledge of rangeland animal husbandry, principles of low-stress livestock handling, and grazing management principles.
- Knowledge of GIS/GPS/Mapping applications and skill in use of relevant equipment
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and as a team member; to make solid decisions, and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to apply education and experience in determining status/condition of rangelands.
- Skill and ability in use of photography equipment.
- Skill and ability in use of ATV's, 4- wheel drive vehicles, and to safely pull trailers.
- Ability to plan and carryout livestock roundups, ride horses, herd and capture livestock without undue stress to animals.
- Skill in plant identification and botany
- Skill in office machines and computer use, including Word, Excel, Outlook, and software unique to program.
- Skill in preparing reports, correspondence, and maintaining accurate records.

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 Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES