

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2024-65**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

**POSITION:** Rangeland Program Manager  
**OPENING DATE:** October 17, 2024  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Environmental & Natural Resources / Rangeland Program  
**SALARY RANGE:** E13; \$54,877 – \$82,315

**Position Summary:**

Under general direction of the ENRD Director, serves as team leader for the Rangeland Management Program and staff. Accomplishes the Rangeland Management Program's strategic objectives by team leadership, planning, organizing, and supervising the staff and all functions required to operate and maintain program, contract, and grant requirements. These objectives include the enhancement, protection, and sustainable development of the Pueblo of Laguna's rangelands, particularly livestock production and management, and some elements of agriculture and irrigation. Grant writing and administration are also required. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. 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:**

- Provides leadership for the Range Management Program staff. Develops a strategic plan, including policies and procedures, for all programmatic functions.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Contributes to departmental effectiveness by identifying short 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 field activities to ensure accurate completion of program objectives.
- Assists in preparing the annual budget and proposal, including operational plans and objectives; recommends staffing and expenditures.
- Writes grants for continued and/or future funding; manages current PL. 93-638 contracts.
- Plans, develops, and implements strategies for generating resources/funds for the program.
- Reviews proposed projects to assure each project corresponds with the Pueblo's Rangeland priorities and objectives.
- Improves staff effectiveness by coaching, mentoring, and training employees. Plans, delegates, monitors, and appraises job tasks and results in a timely manner. Recommends disciplinary action.
- Facilitates regular staff meetings to ensure communication among personnel. Represents the Program and the Pueblo to external agencies and organizations; establishes solid relationships with programs of common interest.
- Conducts annual 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.
- Develops rangeland management plans in coordination with the Pueblo livestock associations.
- Attends POL Livestock Board meetings; leads livestock association presidents' meetings.
- Develops and implements public information and education programs regarding the Program.
- Maintains professional and technical knowledge by conducting research; attending relevant training and conferences; and by establishing networks.
- Assists the Pueblo's Emergency Management Program and its response to public emergency incidents.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.
- Performs other duties as required.

**Minimum Qualifications:**

Bachelor's Degree in Range Sciences, Agriculture, or related field required. Five (5) years progressive work experience including two (2) years supervisory experience required. FEMA/ICS 300, 400 (and prerequisites) certifications preferred; must obtain within six (6) months 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 Rangeland Program Manager 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, Abilities, Skills, and Certifications:**

- Knowledge of applicable Federal, State, local and Pueblo laws, regulations, codes and requirements.
- Knowledge of the principles of rangeland conservation and management.
- Knowledge of the Pueblo of Laguna’s rangeland habitats.
- Knowledge of rangeland management, animal husbandry and stockmanship.
- Knowledge of operating GIS/GPS/Mapping equipment and using relevant applications.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interpret applicable laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and to make solid decisions.
- Ability to be persuasive and tactful in controversial situations.
- Ability to create and present effective speeches and presentations.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to define problems, interpret data, establish facts, and draw valid conclusions.
- Skill in office machines and computer use, including Word, Excel, Access, PowerPoint and software applicable to rangeland management.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparation of project timelines and staffing plans.
- Skill in preparing reports and correspondence; in budget preparation and administration.
- Skill in providing leadership to, supervising, mentoring, training, and evaluating staff.
- Skill in maintaining accurate records and identifying resource conditions and problems of on-going projects.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://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.

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- 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@pol-nsn.gov](mailto:polemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
  4. Fax to (505) 552-9675
- For more information, contact Shondiin Lewis, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**