



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: Natural Resources Director

LOCATION: Pueblo de San Ildefonso

SALARY: Class 208-4

REPORT TO: Tribal Administrator

FLSA Status: Exempt

JOB SUMMARY:

Under general supervision of the Tribal Administrator, provide administrative leadership and direction in planning, management and coordination of Pueblo-wide natural resource policies; and, environmental protection and enforcement of natural resource laws, rules, and regulations. The incumbent is responsible for day-to-day operations administration and implementation of natural resources planning, management and applied research. The incumbent is responsible for policy development, budget allocation, development of program work plans, and development, review and evaluation of long-term management plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In collaboration with advisory bodies and as directed by executive management, develop and oversee the Pueblo's natural resource programs and related activities which proactively support the Pueblo's goals; identify and prioritize program projects; assess and track progress towards goal achievement and plan implementation in order to support accomplishment of the Pueblo's objectives; provide leadership in all aspects of the natural resources program to the Governor, Tribal Council, Tribal Administrator, and staff.

Provide leadership and expertise in the planning and development of natural resource programs in order to ensure achievement of short- and long-range goals and objectives of the Pueblo; ensure that time, cost and quality objectives of projects are met; oversee project management.

Make recommendations concerning the development of a Strategic Plan; provide policy formulation for and contribute input to the Strategic Plan; provide for the preparation of reports and interpretations of related data for Pueblo staff, the community, and management decision-making; advise executive management and Tribal Council on natural resources activities and issues; complete plans and prepare reports as needed to assist executive management and Tribal Council in decision-making.

Act as key spokesperson for all natural resource activities and issues; represent personally or through delegates assigned functions in meetings with governmental, inter-governmental, legislative, business, and community groups; serve on committees, task forces, and ad hoc groups

as necessary to coordinate department functions; represent the Pueblo at the policy level in discussion and/or negotiation with private and/or public interests, federal, state, and other governments in order to establish and maintain the Pueblo's goals, objectives, and interests.

Interpret and advise executive management, Tribal Council and administrators on legislation, regulations, policies, and procedures relating to department activities and services.

Conduct research on current trends in forestry, water, environment, and environmental protection management and practices; direct the overall planning and execution of comprehensive management plans for all natural resources; participate in ongoing training to enhance professional skills; acquire, maintain and provide current state-of-the-art status in methods and techniques; identify and prioritize in-service training needs.

Coordinate community involvement in the planning, implementation, and evaluation of the Pueblo's natural resource development and management efforts.

Collaboratively establish department goals and objectives which are consistent with the Pueblo's policies; direct and/or supervise assigned professional, managerial and support staff; make presentations to the Tribal Council; provide consultative services on department matters; facilitate and coordinate the involvement of staff in developing a Strategic Plan; actively support the goal to involve all staff in working directly with the community.

Ensure the development, implementation and maintenance of departmental information systems; ensure that necessary reports are prepared, including reports for compliance purposes; monitor and assist with monitoring compliance issues.

Develop assigned budgets and ensure expenditures of approved budget in conformance with Pueblo fiscal procedures.

Attend or participate in all required staff and committee meetings and other activities deemed necessary by executive management, in order to accomplish the objectives of the position and for professional achievement.

Work cooperatively with other tribal, federal, and state departments, agencies, offices and staff in order to achieve natural resources management goals and objectives.

Develop natural resources career opportunities for San Ildefonso tribal members through internships and mentor programs.

Assist in evaluating, developing, and implementing enforcement tactics or strategies needed to curb trespass, scavenging of sacred cultural sites, and wildlife poaching.

Consult with other governments, government agencies, business community, and private organizations to explore new ideas and resolve problems. Establish and maintain an effective system of communication within the organization, and establish and maintain effective working relationships with others. Responsible for staffing decisions, including hiring and retention of

personnel, performance appraisals, and development of measurable performance goals and objectives.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Policies and functions and responsibilities of the Pueblo de San Ildefonso.
- Laws, ordinances, rules and regulations affecting the Pueblo de San Ildefonso.
- Economic, political, social, and psychological factors related to governing the Pueblo.
- Budget development and administration; financial planning and cost control.
- Strategic planning and restructuring.
- Project planning, finance, and management.
- Forestry, water, environmental protection and enforcement management policies, practices, theories, and techniques.
- Laws, regulations, principles, and practices governing natural resources development and management.
- General knowledge of GPS/GIS

Ability to:

- Contribute to the strategic planning and restructuring process.
- Provide leadership and direction for assigned divisions.
- Supervise staff; motivate others and stimulate team and group processes.
- Establish clear performance expectations and evaluate based upon results.
- Share decision-making; encourage risk-taking.
- Analyze problems, recommend solutions and make difficult decisions.
- Effectively represent the Pueblo before the community.
- Provide leadership in business operations, professional development, forestry, fisheries, wildlife, water, environmental protection and enforcement.
- Oversee preparation and enforcement of environmental protection and enforcement policies.
- Prepare complex reports and correspondence.
- Interact professionally with various levels of federal, state, and local legislative and administrative officials, member groups, general public, and Pueblo employees.

Training and Experience:

Bachelor's degree in a relevant natural resources field

and

Five years of professional, innovative natural resources management, supervisor, or administrative experience including intergovernmental relations, policy development and implementation.

or

Bachelor's degree in business administration, public administration or closely related field.

and

Six years of administrative experience at a related natural resources management program policy-making level or six years of second-line supervisory experience of professional (related) natural resources staff including two years of responsibility for developing and implementing natural resources management policies.

Note: An emphasis in experience or education may be required for any of the disciplines under the supervision of this position; at the direction of executive management an equivalent combination of education and experience may substitute for the minimum education requirement.

Native American preference.

Must have current New Mexico Driver's License and insurable under the Pueblo de San Ildefonso liability insurance requirements.

Must be able to travel (locally, in-state and out-of-state) and periodically work irregular work hours, as needed.

This position requires a background investigation and pre-employment drug test.