



PUEBLO DE SAN ILDEFONSO

Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: Tribal Ranger

LOCATION: Pueblo de San Ildefonso
FLSA Status: Non-Exempt

SALARY: DOE

REPORTS TO: Natural Resources Director

Job Summary

Under limited supervision, provides direction, and management and contributes to the efficiency of the Parks and Wildlife program for the Administration of Pueblo de San Ildefonso. Responsible for developing, coordinating, and facilitating the Parks and Wildlife program. Provides leadership, oversight, and professional expertise in the operation and maintenance of the recreational areas, range lands, and natural resources on the Pueblo. Ensures the safety of the public by creating and maintaining a safe, clean, and healthy environment.

Supervision and Guidelines

Work performed is under the supervision of the Natural Resources Director. Guidelines include applicable laws, rules, and regulations; Pueblo de San Ildefonso policies and procedures; and supervisory and administrative instructions and directives.

Essential Duties and Responsibilities

- Administers the day-to-day operations of the Parks and Wildlife program.
- Manage, operate, and maintain the tribal fishing lake and recreational sites.
- Manage and maintain all outdoor recreational facilities.
- Manage, regulate, and oversee all approved tribal hunts for all game within the exterior boundaries of the Pueblo.
- Issue permits and collect fees.
- Submit revenue and generate financial reports.

Department: Parks & Wildlife

Revised: 10262009; 10/2006, 10/2012, 03/11/2015, 01/03/2025

Date Created: 06262003

Approved: Diane Vigil, Human Resources Manager, Katlyn Bohannon, Natural Resources Manager

- Patrol all gaming areas and recreational sites.
- Patrol all boundaries of the Pueblo including maintaining fence boundaries and reporting of all trespassers per the tribal law and order code.
- Protect community members from any feral or diseased animals as approved by the Department of Natural Resources.
- Assist in maintaining and patrolling the use of Pueblo land for livestock owners per the tribal laws.
- Help with collaboration and coordination of services and resources with other Pueblo programs.
- Tribal Ranger(s), exhibits strong leadership abilities, which include strong work ethic, and problem resolution; evaluates self-performance and makes recommendations for personnel actions; departmental training, and collaboration to motivate the Team to achieve peak productivity and performance.
- Enforces the Pueblo's Laws and Ordinances
- Helps Department and Team develop strategies and management plan(s).
- Prepares and presents community education programs and facilities involvement.
- Maintains and manages program files, records, and documentation.
- Performs miscellaneous job-related duties as assigned.

Work Environment

Must be physically fit and must be able to demonstrate so by passing appropriate tests annually. Work is performed in the field. May involve walking and climbing, over rough terrain, in streams or water, and/or while lifting and carrying equipment weighing up to 50 pounds or more. Some travel may be required.

Minimum Qualifications

Preferred qualifications include an Associate's Degree in Environmental Science, Natural Resources, or a related science field. A High School Diploma or General Equivalency Diploma (GED) is required. Desired knowledge including parks, wildlife, environmental science, or environmental studies. A minimum of three to five (3 – 5) years of relevant experience or equivalent education is required. CPR and First Aid certification are mandatory. Strong written and verbal communication skills, as well as excellent interpersonal, organizational, and supervisory abilities, are essential. Proficiency in MS Office software is an advantage. Candidates must be able to produce high-quality work under pressure, meet deadlines, and maintain confidentiality. Eligibility for coverage under the Pueblo de San Ildefonso vehicle insurance policy is required, along with a favorable background investigation.

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