JOB ANNOUNCEMENT

2023-029

POSITION TITLE: Director of Natural Resources
CLASSIFICATION: Exempt, Regular Full-time
DEPARTMENT: Department of Natural Resources and Conservation
SUPERVISOR: Tribal Administrator
SALARY RANGE: $25.00-$35.00 Per Hour

Position Summary:
Supervises the Pueblo de Cochiti natural resource programs and manages its personnel, performs natural resources assessments, writes and prioritizes plans and policies to improve natural resource conditions on the Pueblo. Serves as principal contact to other federal, state and local agencies, tribes, conservation organizations, and the academic community for the protection of the Pueblo’s natural resources that are essential for traditional, cultural, and spiritual uses. Maintains, drafts and updates technical documents, environmental plans, reports and environmental assessments. Provides environmental outreach and education to Pueblo leadership, tribal council and the community. Possesses strong oral and written communication skills and an advanced knowledge of Indian Communities, their organizational structures and hierarchies. Has a basic understanding of Indian law and environmental issues currently faced tribal nations. Ensures compliance with all federal, tribal, state, county laws, ordinances, codes and regulations designed to protect Pueblo de Cochiti’s natural resources. Establishes the DNRC as a leader and/or partner on relevant and significant conservation issues, including but not limited to land and freshwater protection and restoration, forest health, climate change, applied conservation science and land management. The Director is responsible for ensuring that the DNRC is aligned with, and contributing to, the Pueblos conservation and protection priorities.

Minimum Qualifications:
- Bachelor’s degree in Natural Resources/Social Sciences or related field, plus 6 years of management experience administering natural resource programs or 12 years of direct experience in administration of Environmental and natural resource programs.
- 3 years of THPO experience with a basic knowledge of the National Historic Preservation Act (NHPA) sections 106 and 110, Native American Graves Protection and Repatriation Act (NAGPRA), and National Environmental Protection Act (NEPA).
- 5 years’ experience in management of Pueblo water systems and agricultural practices
- Office of Management and Budget’s (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (OMB Super Circular) training.
- Must possess and maintain a valid Driver’s License, pass a Motor Vehicle Reference check and must be eligible for coverage through the Pueblos insurance provider.
- Pass a criminal background check with no prior convictions of any felonies that include tribal, state and federal inquiries.
- Pass a prescreening drug test and adhere to random drug testing.
Preferred Qualifications:

- Master’s degree in Natural Resources/Social Sciences or related field
- 5 years of experience in performing environmental sampling including surface water, groundwater, stormwater, vapor, soils and vegetation.
- Basic knowledge and experience in management Pueblo water management systems
- Mapping capabilities
- Ability to speak the Keres Language.
- Certified in First Aid and CPR or become certified within 6 months of employment

The list of duties and responsibilities is illustrative only of the tasks performed by this position and is not considered to be all-inclusive.

Essential Duties and Responsibilities:

1. Directs the development and implementation of approved strategic plans for all natural resource programs of the Pueblo.
2. Must have knowledge of and be able to apprise tribal members and the public of tribal codes, laws, ordinances and resolutions regarding tribal lands that have been approved by the tribal council.
3. Increase program effectiveness by regularly and consistently communicating Pueblo and departmental values, strategies and objectives.
4. Contributes to Pueblo and departmental effectiveness by providing commentary pertinent to deliberations and recommending courses of effective actions and alternatives.
5. Assures effective use of grant monies, personnel and equipment to maintain program compliance with policies and regulations mandated by funding sources and Tribal Council.
6. Submit quarterly and annual reports of program activities to the appropriate funding sources and Tribal Leadership as requested.
7. Serves as the Pueblo’s Department of Energy (DOE) Los Alamos Pueblos’ Project (LAPP) liaison.
8. Develops and maintains inventory of all Tribal land, boundaries, and existing resources.
9. Establishes inter-departmental and community wide policies and procedures for programmatic activities.
10. Works collaboratively with Tribal Court to develop and update necessary wildlife and nature resource codes and ordinances.
11. Secures additional funding for the continuation and expansion of DNRC programs.
12. Develop, promote and maintain strong relationships with other departments, tribal members, the general public and outside agencies.
13. Must attend meetings with federal, state, local agencies and other community groups regarding environmental matters encountered by the Pueblo.
14. Maintain professional and technical knowledge by conducting research; attend seminars, educational workshops, classes, and conferences; reviewing professional publications; participating in professional societies; conferring with representatives of contracting agencies, and related organizations.

Knowledge, Abilities and Skills:

- Knowledge of the Pueblo de Cochiti’s governmental structure and organization.
- Familiarity with applicable local, county, state, federal and tribal laws, regulations and ordinances.
- Knowledge of local and regional natural resource management and tribal sovereignty issues.
- Efficiently and effectively develop and manage departmental programmatic funds demonstrating an advanced understanding of records management and adherence to the Pueblo’s accounting policies and procedures.
- Knowledge of the Pueblo’s human resources management policies and procedures.
• Ability to network, interact and maintain a professional work relationship with coworkers, stakeholders, funding agencies, tribal programs, individuals of various social and cultural backgrounds and leadership.
• Ability to maintain confidentiality and demonstrate positive moral behaviors.
• Demonstrate effective use of oral and written communications.
• Exhibit the capability to work independently or as a member of a team.
• Must represent the Pueblo in a professional manner.

Physical Demands:
There may be a need for standing, walking, sitting, stooping, kneeling, crouching or crawling (for extended periods of time) and frequent use of extremities to carry, move, hold objects. Must be able to lift 50 pounds or more.

Work Environment:
Work is generally performed in an office setting and in the field, thus standing and walking on uneven surfaces or unstable ground may occur. Exposure to extreme heat and cold temperatures may arise as well as the need for hearing protection, safety toed shoes, safety goggles or protective face shields. Daily travel may require for participation in and completion of sampling campaigns.

CLOSING DATE: Open Until Filled

TO APPLY:
Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. Please contact our office at (505) 629-4284 for more information.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members