

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2018-49 A**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Natural Resources Specialist
OPENING DATE: January 18, 2019
CLOSING DATE: Open Until Filled
DEPARTMENT: Environmental and Natural Resources
SALARY RANGE: NE-12; \$35,152 - \$52,728

Position Summary:

Under general supervision of the Natural Resources Manager, the Natural Resources Specialist protects natural resources, ecology, wildlife, and encourages sustainable development in accordance with the Pueblo's goals and objectives. 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:

- Assists in coordinating and conducting annual aerial resource surveys.
- Conducts/analyzes vegetation and animal biological surveys and monitoring and conducts biological assessments for various projects.
- Works with staff members on delineation and enhancement of springs, wetlands, and riparian areas.
- Coordinates riparian and wetland restoration projects, including invasive species abatement and native re-vegetation.
- Assists in developing and managing protected species programs.
- Develops and manages the Pueblo's fisheries resources.
- Manages and operates big game program: develops regulations and processes, advertises hunts, conducts big game draw, creates hunter/hunting database, generates hunting permits, and assists with questions regarding hunting program.
- Promotes, designs, and implements wildlife habitat enhancement projects.
- Uses GIS technology, gathers and organizes spatial data for natural resources use and makes maps.
- Implements various methods of surveying for mammals and birds. Creates database of information collected during survey.
- Assists with educational outreach to Pueblo youth which include spring restoration activities, hunter education classes, bow/archery instruction, providing information at public events and other relevant youth-oriented programming.
- Supervises, manages and coordinates natural resources interns and volunteers.
- Writes grants and develops proposals for federal and non-federal funding sources.
- Develops and implements a strategic plan of operation for the effective and efficient completion of assigned projects and tasks.
- Assists in modifying the Pueblo's Comprehensive Wildlife Management Plan and Wildlife Code.
- Assists in the implementation of various Natural Resources Management Plans.
- Provides information to the public and assistance to the community regarding natural resources questions and concerns.
- Provides input to flyers, brochures, and newsletters for the Environmental and Natural Resources Program.
- Assists in scheduling and conducting presentations to the community, other organizations and programs.
- Obtains Hunters Education Instructor Certification within one year of hire; maintains Certification throughout employment.
- Maintains professional and technical knowledge by attending relevant training and workshops; conducting research; and establishing networks with like programs.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Natural Resources, Wildlife & Fisheries Science, Biology, Ecology, Environmental Science, or a closely related field required. One year of natural resources or environmental field work required. Hunters Education Instructor Certification preferred. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna Language is 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 Natural Resources Specialist position is designated as a Moderate Risk Public Trust (MRPT) position.

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| 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 |

Knowledge, Abilities, Skills and Certifications:

- Knowledge of biological and ecological scientific principles, techniques and processes for surveying, monitoring and modeling natural resources.
- Knowledge of the principles of natural resources conservation and management.
- Knowledge of traditional forms of government, pueblo customs and traditions.
- Knowledge of identification and physiology of native plants and animals.
- Knowledge of related disciplines such as range management, soil science, forestry, and hydrology.
- Knowledge of research, laboratory, and statistical methods as related to sustainable natural resource management.
- Knowledge of, and ability to interpret tribal, state, and federal policies, procedures, laws, regulations and programs pertaining to natural resource management.
- Knowledge of the basic principles, applications, and terminology of data processing.
- Ability to maintain accurate records/prepare reports, correspondence/grant applications utilizing modern computer software.
- Ability to collect, analyze, and enter data into a database.
- Ability to communicate effectively with others and maintain confidentiality as needed.
- Ability to work independently and meet strict deadlines.
- Ability to maintain favorable public relations while positively promoting departmental projects, actions, and services.
- Ability to organize groups, plan projects, and coordinate the work of others.
- Ability to write clearly, concisely and in logical sequence.
- Ability to effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines.
- Skill in the identification of birds, mammals, fish, amphibians and reptiles by sight and/or sound.
- Skill and ability to be innovative, creative, and flexible; create and deliver effective presentations/programming
- Skill in computer use including Word, Excel, Outlook, and software specific to program.
- Skill in GIS/GPS applications and equipment operation.
- Skill in the safe operation of highway and off-road vehicles.

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@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, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES