

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2022-35**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Natural Resources Technician I
OPENING DATE:	April 29, 2022
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Environmental and Natural Resources / Natural Resources
SALARY RANGE:	NE-8; \$26,827 - \$40,240

Position Summary:

Under the direct supervision of the Program Manager, assists in the operation and implementation of Departmental and Program projects and activities for the protection and sustainable development of natural resources, ecology, and wildlife. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of 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 carrying out the provisions of the Pueblo's Hunting Proclamation and the Wildlife Code.
- Assists in biological surveys including vegetation, small animals, birds, reptiles, and amphibians.
- Assists with the organization and implementation of big game hunts; interprets and enforces Hunting Proclamation regulations and processes, advertises hunts, and assists with big game draw.
- Maintains and updates hunter/hunting database; generates hunting permits and assists with questions regarding the hunting program.
- Assists in the development of maps and associated GIS data layers in support of natural resource management activities.
- Assists in conducting annual aerial resource surveys.
- Assists with spring, riparian and wetland restoration projects including invasive species abatement and native revegetation.
- Assists in the implementation of various natural resource management plans including the examination and assessment of Pueblo lands and wood permitting activities.
- Provides Program information and assistance, within scope of responsibility, to the public and the community. Refers other matters to appropriate personnel.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

Minimum Qualifications:

High school diploma required. Two (2) years of related work experience required. Associates degree in Forestry, Natural Resources, Environmental Science, Biology, Wildlife, or closely related field preferred. 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 Natural Resources Technician I is designated as a Lower Risk Public Trust (LRPT) 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	
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of, and ability to interpret the Pueblo's Hunting Proclamation and the Wildlife Code policies, procedures, laws, and regulations.
- Knowledge of traditional form of government and pueblo customs and traditions.
- General knowledge of GPS equipment operation.
- General knowledge of the principles of natural resource conservation and management.
- Knowledge of the basic principles, applications, and terminology of data processing.
- Knowledge of the Pueblo's geography, road locations, and reservation boundaries.
- Ability to interpret Program policies and procedures and skill to apply to daily operations.
- Ability to collect and enter data accurately into a database or spreadsheet.
- Ability to communicate effectively with others and maintain confidentiality when needed.
- Ability to work independently and meet deadlines.
- Ability to effectively plan and organize work activities and prioritize tasks to meet schedules and deadlines.
- Ability to maintain good working relationships with individuals of varying social and cultural backgrounds; to maintain professional relationships with co-workers.
- Skill in computer use, including Word, Excel, Outlook, and software specific to Program.

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