

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2021-75

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Environmental & Natural Resources Director
OPENING DATE:	May 25, 2022
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Chief of Operations
SALARY RANGE:	EX-17; \$57,833 - \$96,388

Position Summary:

Under general direction of the Chief of Operations, accomplishes The Environmental and Natural Resources department's strategic objectives by providing complete oversight of all functions required to operate and maintain departmental activities and services.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Provides direct oversight of the following programs: Environmental, Natural Resources, Rangeland Management, Realty, and Tribal Historic Preservation.
- Develops and implements a strategic plan and is accountable for maintaining and / or expanding capacity to deliver effective and efficient departmental services to the Pueblo of Laguna.
- Develops, establishes and implements department goals and objectives based on the Pueblo's priorities, essential governmental services provided to the community and available resources.
- Directs and manages all aspects of department's goals and objectives and is responsible for desired outcomes.
- Accountable for achieving departmental financial objectives by ensuring development and management of the department's annual budgets in accordance with policies, regulations, and directives.
- Ensures departmental effectiveness by identifying short-term and long-range issues and implements directives to sustain effective operations.
- Secures additional funding and grant monies for continuation and expansion of departmental services.
- Manages employee relations and labor issues by developing, celebrating, coaching, counseling, training, evaluating and disciplining department employees and obtains feedback from employees for continual management improvement.
- Effectively communicates organizational values, strategies, and objectives to all department employees through Director's meetings, Department Manager meetings and Program Staff meetings.
- Delegates tasks to appropriate department employees to ensure department goals are met and promotes responsibility and accountability throughout the department.
- Represents the department and the Pueblo through effective communication and relationship building initiatives to internal and external entities in all matters regarding departmental operations.
- Provides departmental information to internal and external entities by via written and / or verbal presentations and reports.
- Establishes and implements department and program evaluation tools and assessments.
- Ensures continuous monitoring and management of evaluation tools and assessments and ensures they are in line with goals and objectives; accountable for outcomes.
- Assesses department's operating needs to formulate, develop or change, and implement codes, laws, regulations policies and procedures.
- Ensures compliance with Pueblo, federal, state or local regulations, law, ordinances or other requirements within the department.
- Ensures community outreach, public information initiatives and education programs regarding all applicable aspects of the department operations and implements customer / client feedback mechanisms to evaluate departmental service to the community.
- Serves as an active member on committees and boards as selected or appointed.
- As a member of the management team, contributes to the organization's effectiveness, by offering pertinent information, insight and opinion on issues that have impact on the department and the Pueblo's operations.
- Maintains professional and technical knowledge to ensure success in the Director position.
- Performs other duties as required / directed.

Job Announcement No. 2021-75 Environmental & Natural Resources Director

Minimum Qualifications:

Bachelor's Degree in Environmental Sciences, Natural Resources, Biological Sciences, Ecology, Business Management, Public Administration, or related field, plus ten years progressive work experience including three years' experience supervising Upper Level Managers / Supervisors; Master's degree preferred; relevant experience may be considered in lieu of education. 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 Environmental and Natural Resources Director is designated at a High Risk Public Trust - HRT.

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	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of the Pueblo of Laguna's government structure, business environment, customs and traditions, and concepts applicable to departmental operations.
- Knowledge of applicable Pueblo of Laguna, federal, state, county and local laws, regulations, ordinances, and legislation.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Ability to communicate effectively in the English language, and preferably in the Laguna language, both verbally and in writing.
- Ability to interpret applicable Pueblo of Laguna, federal, state, county and local laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.
- Ability to analyze situations, take appropriate courses of action, make solid decisions and exercise independent judgment.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and meet strict time lines.
- Ability to be on call 24 hours a day / 7 days a week.
- Ability to be persuasive and tactful in controversial situations.
- Ability to create and present effective speeches, presentations and facilitate meetings.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Skill in intermediate word processing, spreadsheet development, presentation building and electronic communications in a Windows environment.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing directives.
- Skill in preparation, implementation and directing project time lines and staffing plans.
- Skill in preparing, analyzing and administering budgets, financial documents, and operational reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.

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 poemployment@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