



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-023
NATURAL RESOURCES
WILDLIFE/RANGE MANAGER

Position Title:	Wildlife/Range Manager	Pay Level:	\$66,940.56-\$100,410.84
Position Open Date:	3/14/2025-Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Natural Resources
Supervisor:	Natural Resources Director		

POSITION SUMMARY:

Responsible for developing a sustainable Wildlife Program that will address and enhance the Pueblo's Los Alamos Pueblo's Project program, as well as being responsible for the comprehensive and integrated Range Science/Livestock Program of the Pueblo of Jemez.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Bachelor's degree in wildlife biology, Biology, Natural Resources, Environmental Science and Agriculture; AND master's degree in wildlife biology, Biology, and Agriculture, or closely related field; AND five (5) years of related experience. At 2 years of supervisory experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Certification in Beef Quality Assurance (to be obtained in first year of employment)

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical office setting; stamina to remain seated for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 20 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone; agility to maneuver across uneven terrain.

Work is subject to performance under adverse environmental conditions.

ESSENTIAL FUNCTIONS:

- Responsible for development of a Wildlife Management Plan.
- Responsible for the development, oversight and management of all livestock projects.
- Responsible for the development, oversight and management of all wildlife projects and investigations.
- Perform all activities to support cattle operations, including supervision of contracted range rider(s), maintenance of tribal lands and equipment, involvement in cattle marketing, and other suites assigned by the Director of Natural Resources.
- Implement a computer-based system for efficiently tracking cattle, cattle sales, cattle production and cattle movement.
- Supervise and perform day-to-day operations of a ranch including working with cattle, basic mechanics of farm and ranch equipment, fencing, windmill/solar wells, and etc. Also assist in training tribal producers in affective cattle handling/management and enhancing genetics.
- Responsible for development and implementation of a preventive herd health program.
- Collects, identifies and analyzes data on wildlife populations on Jemez Trust lands. Identifies data collection methods to be employed in research projects and surveys.
- Prepares graphs or charts from data samples and advises enforcement personnel on proper standards and regulations.
- Review, revise existing and/or develop Tribal wildlife and grazing ordinances to determine best practices for habitat enhance enhancements and/or improvements as needed based on survey results.
- Liaison between Pueblo of Jemez and Los Alamos National Laboratory Wildlife/Biology Department.
- Responsible for supervising at minimum two (2) staff members.
- Evaluate employee performance, counsels employees and effectively recommends initial discipline and other personnel decisions.
- Prepares budgets, monitoring and sampling plans, position statements, resource guidelines and projects status reports.
- Provides technical support to the Director, Tribal Administrator, Governors, and Tribal Council and other tribal programs on matters related to wildlife management.

- Draft and explain wildlife and grazing ordinances and conducts public meetings with Tribal Council to discuss ordinances.
- Organize and conduct meetings with Tribal Council, village residents, and traditional religious leaders to gather input on wildlife populations and preferred management approaches.
- Performs educational outreach work with local schools and communities.
- Develops a positive working relationship with USF&WS, State Fish & Game Department, US Forest Service, and private funding sources on wildlife issues. Performs related duties as assigned by the supervisor.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Towa language required, due to traditional societal meetings for addressing or relaying information.
- Pueblo of Jemez history and culture.
- Principles and practices of program and project management.
- Computer hardware and software associated with duties.
- Safe work methods and safety regulations pertaining to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Federal regulations such as NEPA, Threatened & Endangered Species Act, Clean Water Act, and best livestock management practices.
- Ability to make sound decisions on practical problems in wildlife management and range science management.
- Ability to analyze tabular data and interpret the content of data sets.
- Ability to communicate effectively with others and maintain favorable public relations.
- Ability to organize work, set priorities, and assign work to other professionals.
- Able to work outside in all seasons and weather conditions; duties may require long periods of walking and standing.
- Coordinate and manage tribal range and wildlife resources for the benefit of meeting the Tribe's mission.
- Managing land in a manner that sustains native rangeland productivity while enhancing wildlife and livestock production.
- Ability to manage agriculture technology (i.e. vance, enriched ag, and point blue conservation).

Skill in:

- Use of GIS software applications.
- Coordinating projects and project activities.
- Researching various geospatial databases from data clearing houses or data management systems hosted by GIS partners.
- Conducting GIS presentations and training sessions and facilitating or leading committees where required.
- Preparing various types of reports, applying for grants, memorandum and correspondence.
- Contributing effectively to accomplish the mission, vision, goals and objectives of the Natural Resources Department.

- Communicating effectively in oral and written forms.
- Animal husbandry.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024