



*Human Resources Department
Pueblo of Tesuque*

ROUTE 42 BOX 360-T
SANTA FE, NEW MEXICO 87506

JOB ANNOUNCEMENT #2017-0036

POSITION TITLE: Environment Director **SALARY RANGE: \$55,000-\$75,000**

DEPARTMENT: Environment **POSITION STATUS: Full Time**
PERIOD TO APPLY: 10/13/2017 – 10/31/2017

SUPERVISOR: General Services/Administration Division Director

GENERAL DESCRIPTION:

The Environment Director is responsible for the operation and administration of all environmental aspects of the Pueblo of Tesuque in accordance with the Governor's and Divisional Director's directives, the Pueblo's policies and procedures and Tribal, Federal, and State laws. Develops and implements goals and objectives for the department. Incumbent is responsible to oversee the environmental performance of private, tribal and voluntary sector organizations. Incumbent shall develop, implement and monitor environmental strategies, policies and programs that promote sustainable development.

SUPERVISION RECEIVED

Work under the general supervision of the General Services/Administration Division Director.

SUPERVISION EXERCISED

Supervise Environment Department Staff

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- Supervise Environment Department staff.
- Secure grants and other external sources of funding to achieve goals and objectives outlined in the Tesuque Plan and department management plans.
- Conducts or supervises studies and/or restoration activities of environment and natural resources that may include watershed management, wildlife management, forestry and wildfire management, solid and hazardous waste management, environmental compliance, and potentially others.¹
- Ensure grant and project objectives are achieved.
- Responsible for the financial management of the department's grants and other sources of external funding.
- Maintain annual tribal budgets and work with federal grant project officers to ensure expenses are justified and spent appropriately.
- Responsible for understanding and implementing applicable federal and tribal environmental and laws and regulations.

- Serve as the EPA certified Quality Assurance Manager (QAM) on applicable department collected data.
- Make recommendations to General Services Division Director, Governor, and Tribal Council on policies, laws, regulations, and management practices by the tribal government.
- Responsible for coordination of natural resources and environmental programs with tribal, federal, state, and other governmental and non-governmental organizations.

Qualifications:

- Master's degree in a natural resources or environmental discipline OR a Bachelor's of Science degree in a related field AND minimum of five years of related experience with preference towards work with tribal governments.
- A minimum of one year in a management position.
- Experience preparing technical reports, grant writing, quality assurance documents, and creating and managing budgets.
- Knowledge of applicable laws and regulations.
- Excellent computer and record management skills.
- Excellent communications and interpersonal skills.
- Valid driver's license.
- Excellent physical condition and capable of carrying over 50 lbs.
- Must pass a pre-employment drug test and have no felony convictions, history of criminal or improper conduct, or poor driving record.

NATIVE AMERICAN PREFERENCE
SUBMIT APPLICATION AND RESUME; TO:

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PUEBLO OF TESUQUE HUMAN RESOURCES DEPARTMENT
RT. 42 BOX 360T, SANTA FE, NM 87506

FAX (505) 982-2331

OR EMAIL TO

LSMITH@PUEBLOFTESUQUE.ORG.

When required of the position, attach a copy of high school/GED, college education, certification(s) or license(s). Pre-placement exams are required.

Incomplete applications may delay or exclude consideration of your application.