

## InterTribal Buffalo Council

**Position:** Range and Infrastructure Specialist  
**Classification:** Professional  
**Department:** Technical Services Department

### **Summary of Duties:**

The Range and Infrastructure Specialist is a member of the Technical Services Department. They will work from the office and also travel to ITBC Member Tribes to provide support and recommendations to Tribal buffalo managers on matters relating to rangeland management and infrastructure development. This is a full-time, permanent position.

### **A. DESCRIPTION:**

1. Assists the ITBC Technical Services Department with implementation of long-term management plans for all phases of Member Tribes' buffalo programs, specializing in Range and Infrastructure issues.
  - a. Identify on-site issues with range inventories, noxious weed control, hydrologic improvements, etc;
  - b. Develop and recommend solutions to Tribes for buffalo range conservation, management, and improvement;
  - c. Create and develop goals for range improvements, including assisting in locating conservation and range improvement projects;
  - d. Create and update data for reporting, planning, and analysis;
  - e. Complete range condition and trend studies;
  - f. Update case files/writes progress and final reports;
  - g. Assist Tribes with procuring herd management equipment and infrastructure from suppliers
  - h. Work with the Project Manager to connect Tribes with federal programs to support range improvements
  - i. Assist with other duties as assigned.
  
2. Assists in the maintenance of and contributions to Technical Services library
  - a. Identifies relevant research related to maintaining Tribally-managed buffalo herds
  - b. Works with the Wildlife Biologist to catalogue in paper and digital formats all research using computer programs
  - c. Uses various web-applications to share library materials with ITBC Member Tribes as needed
  
3. Performs other work as assigned.

## **B. SUPERVISION**

Under the supervision of the Wildlife Biologist and/or Executive Director.

## **C. WORKING CONDITIONS**

1. Approximately 50% of the work is performed in a typical office environment.
2. Approximately 50% of the work is performed outdoors.
  - a. Travel required;
  - b. Possibly in rugged terrain to include, very steep, wet, muddy, rough, uneven, or rocky surfaces;
  - c. Individuals should be capable of working alone, or with other people, during early morning hours and during the day;
  - d. Position requires physical exertions, such as, bending, crouching, stooping, stretching, reaching, or similar activities; and
  - e. Position requires working with wild animals, including, herding, taking blood samples, and corralling.

## **D. EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

1. Bachelor of Science degree with a major in range management or a subject-matter field directly related to the position is desirable;
2. One year, or more, total of specialized experience that provided knowledge of range management principles and techniques preferred; and
3. Knowledge of and sensitivity to Native American environmental issues and concerns.

## **E. KNOWLEDGE AND SKILLS**

Must have the ability to organize and analyze available information and draw sound conclusion; communicate effectively and write clearly and concisely and in a logical sequence; present and promote departmental priorities, services and actions; and effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines. Must be able to use Microsoft Office Word, Excel, Access, and Power Point. GIS experience preferred. Must be at least 18 years or older with a valid driver's license.

## **F. COMPENSATION AND BENEFITS**

1. DOE
2. Benefits to be discussed at time of offer.

**ITBC IS AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENTIAL HIRING  
OF AMERICAN INDIANS**

**Please send a resume, cover letter, and three references to:**

**InterTribal Buffalo Council  
520 Kansas City St, Suite 300  
Rapid City, SD 57702**

**Or email to [admin@itcbuffalonation.org](mailto:admin@itcbuffalonation.org)**