



HUMAN RESOURCES DEPARTMENT

135 Capitol Square Drive, Zia Pueblo, NM 87053 • P: 505.867.3304 • F: 505.867.3308 • E: HR@ziapueblo.org

VACANCY ANNOUNCEMENT

OPENING DATE:	2/5/2024	CLOSING DATE:	Open Until Filled
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POSITION TITLE: Director of Environmental Resources DEPARTMENT: Environmental Resources
PAY RATE: \$60,000 - \$70,000/DOE FLSA STATUS: Exempt; Full-time

POSITION SUMMARY

Under the general direction of the Tribal Administrator, the Environmental Director is responsible for the capacity building and implementation of the Tribe's Environmental Program. The activities associated with capacity building and implementation include but are not limited to; completing an ongoing environmental assessment of the Pueblo of Zia, providing the day to day management of the Tribe's Environmental Program; supervising staff; conducting research and analyzing and interpreting data related to the environmental conditions on the Pueblo of Zia; supervising and managing outside contractors and/or consultants assisting with the various activities of the Environmental Program; providing technical assistance to other tribal departments or programs with environmental issues; identifying and pursuing available funding for the Environmental Program; and interacts with the Tribal community on environmental issues affecting the Pueblo of Zia tribal lands and environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the supervision of staff in the environmental programs, agricultural program, SED's program.
- Responsible for creating and developing a natural resources program.
- Plans and lays out the scope of work according to generally accepted methods and standards for environmental or scientific research and data gathering.
- Prepares and submits for review regular objective progress reports as part of the grant management and coordination responsibility charged to this position; is responsible for accomplishment of the approved work plans for the funded projects and the submittal of activity and exception reports.
- Directs and supervises staff engaged in research, the organization and maintenance of Tribal environmental database, or in fieldwork involving environmental assessments or environmental impact statements.
- Provides information and assistance to other departments or divisions regarding NEPA and other applicable environmental legislation.
- Reviews environmental checklists and environmental assessments prepared by Environmental Program staff or by other departments for conformance with NEPA requirements, help perform environmental assessments of tribal projects when required.
- Organizes and conducts an evaluation of environmental conditions on the reservation, including water quality assessments, and standards in cooperation with the Indian Health Service and other Federal, State or local staff.
- Prepares a variety of analytical and program reports and makes effective verbal and written presentations or prepares material for presentation to the Tribal Council or a designated advisory committee of the Council.
- Supervises the conduct of field surveys and investigations on the tribe related to the functional environmental program areas covered by the various grants funding the Environmental Program.
- Provides public information on the Tribal Environmental programs to the tribal communities, other agencies, and tribal departments.
- Act as liaison on environmental matters with other agencies, departments, or planning sections.
- May be assigned other duties as required to meet the needs of the Tribe.
- Identifies and prepares funding proposals and grant applications for the Environmental Program.

KNOWLEDGE, SKILLS, AND ABILITIES

- Academic education and formal training leading to a working knowledge of the objectives, principles, practices, standards, procedures, theories, trends and major informational references of environmental planning.
- Familiar with the applicable federal laws administered by EPA on Indian reservations.
- Knowledge of research and survey methodology commonly used to assess environmental impacts, and to classify or identify sources of environmental pollution or factors contributing to environmental degradation.
- General knowledge and practice in data collection and analysis techniques, and in formulating regulatory procedures and qualitative standards.
- Practice in evaluating the negative impacts of environmental degradation from a cultural or social perspective.
- Knowledge and familiarity with Zia Pueblo lands and boundaries.
- Ability to understand and apply federal laws, regulations, policies, procedures, and program standards in the environmental assessment and planning process and in accomplishing the goals of the program.
- Demonstrated ability to research, analyze, and summarize data using a variety of computer models and technical software applications; possess a high level of technical competence in computer use.
- Able to prepare clear, concise, and complete technical documents, reports, correspondence and other written materials.
- Ability to make persuasive presentation of ideas and technical recommendations.
- Skill and experience in supervision of professional and technical staff and in functioning as a member of a technical workgroup or in a multi-disciplinary team environment.
- Able to exercise sound independent judgment within established guidelines and protocol.
- Must be willing to travel on the remote areas of the Pueblo of Zia.
- Must maintain a high level of confidentiality.
- Must possess a high level of customer service.

MINIMUM QUALIFICATIONS

- Bachelor's or Masters degree in Geology, Environmental Science, Environmental Engineering, Natural Resources management or closely related field.
- Minimum of 3-5 years of progressive experience supervising professional staff engaged in analysis of impacts of proposed projects on natural or cultural resources, or a Master's Degree and three (3) years of progressive responsible work experience.
- Must pass a background and driver's license check, and drug and alcohol screen.
- Must possess and maintain a valid NM Driver's License; and be insurable under tribe's insurance carrier.

SUPERVISORY RESPONSIBILITIES

Performs the full range of supervisor duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, and capability of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction and guidance to subordinates on work matters. Develops departmental Staff Career development plans designed to improve the job-related effectiveness of each departmental employee. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

INDIAN PREFERENCE

The Pueblo of Zia has implemented an Indian Preference Policy. It is the policy of the pueblo of Zia to give preference in employment to applicants who possess the qualifications, education, experience, and ability required for a particular position, in the following order: 1) Enrolled member of the Pueblo of Zia. 2) Enrolled members of other federally recognized tribes. 3) Non-Indians. The application of Indian Preference is not automatic. Applicants are required to provide appropriate evidence, from their respective tribe, at the time of submitting an employment application for Indian Preference consideration.

To apply, Employment Applications are available at the Pueblo of Zia Human Resources (HR) Department, front desk, or on-line at www.ziapueblo.org. For best consideration, all applications must be supported with a cover letter, resume, and/or certifications.

All applications must be submitted to the Pueblo of Zia HR Department by 5:00 pm on the closing date:

BY:

MAIL: 135 Capitol Square Drive, Zia Pueblo, NM 87053 (C/O HR Department)

IN-PERSON: HR Department

EMAIL: HR@ziapueblo.org (attach employment application, cover letter, resume, any certifications and in the subject line please indicate the position you are applying for)

FAX: 505.867.3308 (C/O HR Department)

For more information, please contact the HR Department:

Phone: 505.867.3304 or Email: HR@ziapueblo.org