



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2022-015
ADMINISTRATION
NATURAL RESOURCES
ENVIRONMENTAL PROGRAM MANAGER**

Position Title:	Environmental Programs Mgr.	Pay Level:	\$49,920 – \$82,410
Position Open Date:	12/16/2022 – Until Filled	Department:	Natural Resources
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	Natural Resources Director	Location:	Natural Resources

POSITION SUMMARY:

Responsible for providing oversight of the all aspects of environmental protocol, numerous grants and programs administered by the department; assists with administration and monitoring of budgets, contracts scope-of-work and project scheduling, and ensures compliance with federal and tribal regulations. Responsible for growing the program to include all relevant avenues as it pertains to the Pueblo of Jemez environmental concerns.

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 as 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 required in natural resources, or a closely related field; AND six (6) years of experience in natural resources program management; two (2) years of which were in a supervisory role OR Master's degree in business administration related fields; AND four years of experience in natural resources program management.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

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 to enable individuals with disabilities to perform the essential functions.

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpueblo.org

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.

Work is subject to performance under adverse environmental conditions, intense noise and gasses/fumes.

ESSENTIAL FUNCTIONS:

- Plans, assigns, supervises, reviews and evaluates the work of assigned staff
- Recommends selection of staff; trains staff in work procedures; administers discipline as required
- Evaluates employee performance, counsels employees and effectively recommends initial discipline and other personnel decisions
- Administers and monitors budgets, contracts scope-of-work, project scheduling and ensures compliance with federal and tribal regulations
- Prepares and submits quarterly and annually status reports for each grant as assigned
- Composes, updates and edits documents which include contracts, contract modifications, work plans, project status reports, management statements, memoranda, policies, procedures, position descriptions and correspondence
- Monitors contractors and manages special natural resources projects such as environmental monitoring, environmental clearances for other departments, and climate adaptation planning for the Pueblo
- Liaison between Pueblo of Jemez and partners which include Federal, state, tribal agencies, and private sector
- Supervises two (2) or more staff
- Conducts performance evaluations, provide feedback and apply corrective action as necessary
- Monitors financials for each grant budget as assigned and reconciles with the Pueblo's Finance department
- Assists in day-to-day management of project activities and program grants
- Manages the EPA Water Quality Program ensuring all aspects of the grant are met, this includes coordination of all required environmental sampling, manages budget, renewal of grant, uploading of quality-assured water data to the STORET database
- Manages the EPA General Assistance Program (GAP) ensuring all aspects of the program are met within the allotted timeframe, manages GAP budget; outreach coordination; managing of budget;
- Assists with preparation and writing of grant proposals
- Performs field projects, which may require sampling and changing of filters
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Provides direct consultation and support to the Director and the Office of the Governor on technical issues
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline
- Principles and practices of grant administration
- Principles and practice of budget administration
- Principles and practices of program and project management
- Principles and practices of mapping software
- 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
- Planning, assigning, supervising, reviewing and evaluating the work of staff
- Training staff in work procedures
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner
- Managing projects and project activities
- Conducting presentations and training sessions and facilitating or leading committees where required.
- Performing budget and grant administrative duties
- Preparing various types of reports, applications such as for grants, memorandum and correspondence
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Communicating effectively in oral and written forms

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org