



JOB TITLE: Los Alamos Pueblo's Project (LAPP) Program Coordinator

SALARY LEVEL: \$60,372.58--\$90,558.86

DEPARTMENT: Natural Resources

DATE: 4/22/2025

REPORTS TO: Natural Resources Director

POSITION SUMMARY:

Responsible for providing oversight of all aspects regarding the Los Alamos Pueblo's Project program administered by the department; assists with administration and monitoring contracts scope-of-work and project scheduling, ensures compliance with federal and tribal regulations. Also responsible for becoming an active participant of the Los Alamos National Laboratory Natural Resources Damage Assessment Trustee Council.

ESSENTIAL FUNCTIONS:

- Attend Government-to-Government consultation meetings with the Federal Agencies and the State Government agencies with the Pueblo's tribal leadership
- Attend all national and local meetings held by the Department of Energy (DOE)
- Attend and participate in monthly LANL NRDA and associated Pueblo specific meetings.
- Review NRDA documents produced as part of the process and provide feedback and input.
- Assist with the implementation of Pueblo assessment activities, including assisting with interviews or other data gathering activities.
- Assist with database management and quality assurance/quality control activities.
- Research and develop natural resource assessments, impact analyses, field and literature-based research, and restoration/monitoring planning, including recommending modifications to approaches or methodologies to achieve project objectives.
- Evaluate data, design and implement quantitative analyses using a variety of scientific methods, work with the GIS Staff on NRDA needs for the Pueblo, interpret and communicate results, and write reports on findings.
- Review all documents that are sent to the Pueblo of Jemez from DOE and be able to determine the level of review, provide feedback on these documents.
- Composes, updates and edits documents which include contracts, contract modifications, work plans, project status reports, management statements, memoranda, policies, procedures, and correspondence.
- Reviews data sampling analysis and report findings
- Liaison between Pueblo of Jemez and DOE
- Oversee and support other department programs and projects such as assisting with environmental scheduling and sampling, data gathering, and educational outreach to the community.



JOB DESCRIPTION

- Assist with updating/revising standard operating procedures, quality assurance project planning, sampling techniques, and data validation processes
- Assist with work plan development and budget overview
- Assist with preparing quarterly and annual reports
- Research DOE activities that are of interest and could impact the Pueblo
- 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.

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 and Experience:

Bachelor's degree in wildlife biology, biology, natural resources or a closely related field; AND four (4) years of related experience. Knowledge in environmental policies. At least 2 years of supervisory experience.

LAPP PROGRAM COORDINATOR

Required Knowledge and Skills

Knowledge of:

- Towa language preferred, but not required.
- 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.

Skill in:

- Coordinating projects and project activities.
- Archeological identification and preservation.
- Researching various database archives
- Conducting presentations and training sessions and facilitating or leading committees where required.
- Preparing various types of reports, applications such as for grants, memorandum and correspondence.



JOB DESCRIPTION

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Communicating effectively in oral and written forms.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License as part of job function.
- Obtain First Aid and CPR Technician.

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.

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.

LAPP PROGRAM COORDINATOR

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a background investigation. Employment is contingent upon passing the background investigation.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

Cc: Personnel file
Supervisor