



## **HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE**

**JOB TITLE:** Range Specialist  
**DEPARTMENT:** Natural Resources Department  
**CLASS:** Full- Time/Regular  
**SALARY:** Negotiable  
**OPENING:** January 14, 2019  
**CLOSING:** January 25, 2019

### **JOB SUMMARY:**

The Range Specialist assists in completing the scope of work of the BIA Agriculture Program and Wildlife, Fisheries and Parks Program under the supervision of the Assistant Director and Agriculture Program Manager.

### **ESSENTIAL JOB FUNCTIONS:**

- Works with Tribal Livestock Associations to develop written management plans for the grazing association; incorporation range survey information into stocking rates, recommends season of use and class of livestock as well as needed range improvements by grazing permittees.
- Provides technical direction in design, placement and installation of range improvements including water developments, range revegetation, fences, cattle guards and brush control.
- Conducts forage utilization surveys and other studies and monitors range use to determine patterns of use, adequacy of management plans and compliance with management plans and permit stipulations and develops professional reports.
- Investigates reports of trespass and prepares written record of findings.
- Prepares environmental assessments for range improvement projects and provides information on the effect on the range program of projects initiated by other offices.
- Submits reports and identifies issues of concern related to range units.
- Plans, manages, produces, and implements allotment evaluations for assigned allotments; provides input to interdisciplinary reports, environmental assessments resource management plans, and protective stipulations for rangeland ecosystems.
- Integrates with other programs within the Department writes grants for potential funding of range resource related projects.
- Works on other duties as assigned.

### **MINIMUM QUALIFICATIONS REQUIREMENTS:**

- Bachelor of Science Degree in Range Science or related field preferred and/or experience in management of Range Resources;

- Must have administrative ability and professional knowledge of Range Resources;
- Must have a High School Diploma or GED.
- Must have excellent verbal and written communications skills;
- Must be a team player to integrate with other programs within the Department;
- Must be willing to attend and receive training related to the position;
- Must be physically fit and able to remain in the field for long duration's of time;
- Submit to and pass a pre employment and random drug/alcohol screening
- Pass a local, state and federal background check.
- Must have a current driver's license and be eligible for the tribe's insurance.

**HOW TO APPLY:**

Submit a completed Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769- 1191, or call (928) 729-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**



## HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

**JOB TITLE:** Agriculture Program Manager  
**DEPARTMENT:** Natural Resources Department  
**CLASS:** Regular/Full- Time Exempt  
**SALARY:** D.O.E  
**OPENING:** January 14, 2019  
**CLOSING:** January 25, 2019

### **JOB SUMMARY:**

The Agriculture Program Manager completes the scope of work of the BIA P.L. 93-638 Contract for Agriculture and Agriculture Extension Program under the supervision of the Director and the Assistant Director.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervises Agriculture Program and Range Water Program Staff.
- Regulates Provisions of the Agriculture Ordinance 2B.
- Coordinates with Hualapai Nation Soil and Water Conservation District.
- Coordinates with Hualapai District Presidents and 4H leaders.
- Ensures proper grazing and rotation of cattle on the reservation.
- Ensures the completion of annual vegetation monitoring for all Livestock districts.
- Issues grazing permits.
- Ensures operations and maintenance of mainline water storage and delivery for livestock.

### **MINIMUM QUALIFICATIONS REQUIREMENTS:**

- Must have a High School Diploma or GED.
- Bachelor of Science Degree in Agriculture or related field preferred and/or 10 years experience in Agriculture.
- Must have administrative ability and professional knowledge of Agriculture.
- Must have excellent verbal and written communications skills.
- Must be a team player to integrate with other programs within the Department.
- Must be willing to attend and receive training related to the position.
- Must be physically fit and able to remain in the field for long durations of time.
- Submit to and pass a pre employment and random drug/alcohol screening
- Must have a current driver's license and be eligible for tribe's insurance.

### **HOW TO APPLY:**

Submit a completed Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769- 1191, or call (928) 729-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed

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