THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR1267232** Date Posted: **11/19/12**
POSITION NO: 242082 Closing Date: **OUF**
CLASS CODE: 3188
POSITION TITLE: **Wildlife Manager**
DEPARTMENT NAME: Division of Natural Resources - Fish and Wildlife Department
DEPARTMENT NO: 126 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS:
Days: Monday-Friday
Hours: 8 am - 5 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R68A
SALARY:
$ 53,476.80 Per Annum
$ 25.71 Per Hour

DUTIES AND RESPONSIBILITIES:
Plans, organizes, reviews and supervises the operations and activities of the Navajo Natural Heritage Program (NNHP). Prepares technical and non-technical reports and studies; makes presentations before Navajo Nation governmental agencies, the general public and outside agencies; may testify before governing and policy making bodies; formulates long and short term work plans and strategies for the NNHP; ensures program performance goals and objectives are met; prepares and monitors NNHP budgets; seeks additional funding from a variety of federal agencies; administers federal contracts and grants, administers Navajo Nation sub-contracts; ensures program compliance with BIA and other federal funding agencies and Navajo Nation program performance standards; participates in annual P.L. 93-638 Contract negotiations with the Bureau of Indian Affairs; coordinates with Navajo Nation entities in monitoring the P.L. 93-638 Contract. Plans, organizes, reviews and directs major research and management projects and monitors/reviews management and research data. Assigns, directs and review work of staff, evaluates employee's work performance, ensures compliance with established policies.

QUALIFICATION REQUIREMENTS:
Education and Training:
Bachelor's degree in Wildlife Management or related with at least thirty (30) semester hours in biological science; course-work must have included: at least nine (9) semester hours in wildlife subjects as mammalogy, ornithology, animal ecology, wildlife management or research courses in the field of wildlife biology or at least twelve (12) semester hours in zoology subjects as general zoology, invertebrate zoology, vertebrate zoology, comparative anatomy, physiology, genetics, ecology, cellular biology, parasitology, entomology, or research courses in such subjects; and at least nine (9) semester hours in botany or the related plant sciences; (excess courses in wildlife biology may be used to meet the zoology requirements where appropriate); ***(to receive full credit for education/training, applicant must submit college transcripts, certificates, diploma,etc.)***

Experience:
Six (06) years of experience in wildlife management, zoology, botany or related natural resource management, two (2) years of which must have been in a supervisory or administrative position.

Special Knowledge, Skills and Abilities:
Knowledge of techniques, methods and procedures used in managing wildlife resources, knowledge of the NNHP goals and objectives, policies and purpose; management and leadership skills; skill in communicating effectively in oral and written form; skill in seeking and developing partnerships with outside organizations, skill in grant writing.

License/Certification Requirements:
Must possess a Valid State Driver's license and ability to obtain a NN Operator's Permit within 90 days of employment.

VETERANS PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***