

TRIBAL RANCH MANAGER

DEFINITION: Under general direction, performs work of considerable difficulty in directing, coordinating and implementing range management and conservation plans of the Navajo Nation Tribal Ranches Program; this involves the preservation, development and management of grazing and related range lands; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans and directs management activities of the Tribal Ranches Program; develops and implements comprehensive range management plans, livestock activities and improvement projects, including feasibility studies, analytical reviews and cost analysis; coordinates the evaluation of data relating to rangeland and woodland resources with technical personnel within the Nation and other concerned agencies; participates in the development technical standards and specifications for range conservation and management; conducts on-site field reconnaissance; makes recommendations for change to operations, approach and/or utilization.

Reviews and prepares ranch lease agreements; assesses and collects grazing and related fees; interprets and explains ranch rules, regulations and policies; regulates and enforces ranch rules and regulations and tribal laws and takes appropriate action against violators; prepares cases in coordination with the Department of Justice, Resources Enforcement, State Brand Offices, Division of Public Safety and other enforcement agencies; coordinates projects with land users or grazing permittees in rehabilitating tribal rangelands.

Provides technical assistance range conservation projects and special interest groups; provides training and/or seminars on the range management, livestock production and range conservation programs;; plans and implements construction and maintenance of range improvement projects; assures program responsibilities are in compliance with department and division objectives; organizes and makes administrative decisions that may significantly impact the respective program, such as personnel, budget, procurement or similar administrative responsibilities; prepares project status reports; attends meetings, training and seminars; interacts with various government agencies engaged in similar program objectives.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of range management legislation and policies and grazing management practices.
Knowledge of principles of range management including rangeland plants and plant communities to grazing use and other management and treatment practices.
Knowledge of using animal and plant sciences to create good land stewardship.
Knowledge of budget and reporting systems, program analysis and performance measures.
Knowledge of principles and practices of program operation, planning and supervision.
Skill in analyzing and assessing situations and circumstances and applying appropriate discipline, information, rules, regulations and procedures to specific situations and circumstances.
Skill in establishing and maintaining sound, effective relationships with varied backgrounds.
Skill in communicating effectively, act promptly and use good judgment in emergencies.
Skill in dealing tactfully with and inspire public confidence while enforcing rules and regulations.

THE NAVAJO NATION

Class Code: 3074
Natural Resources and Parks Series
Range Management Group
Overtime Code: Exempt
Pay Grade: 66

TRIBAL RANCH MANAGER

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed both indoors and outdoors with exposure to a variety of adverse weather conditions.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Range Management, Agriculture, Agronomy or a closely related field; and four (4) years of increasingly responsible experience in range management and conservation, or ecology; one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.