



# MESCALERO APACHE TRIBE

## JOB ANNOUNCEMENT

**Position Title:** Director  
**Department:** Division of Resource Management and Protection (DRMP)  
**Employment Status:** Exempt (E8)  
**Opening Date:** February 20, 2024      **Closing Date:** Open Until Filled

### Job Summary

This position provides direction and oversight to the Tribe's Division of Resource Management and Protection (DRMP). Incumbent will be supervised by the Tribal President.

The Mescalero Apache Reservation is located in the sky-islands of south-central New Mexico, with elevations ranging from 5,400 feet and rising to 12,003 feet at the peak of Sierra Blanca. Total land area of the reservation is approximately 460,678 acres and spans seven community types, including Chihuahuan desert, grassland/oak woodland, piñon-juniper, Ponderosa pine, mixed conifer, spruce-fir and alpine community types. This broad range of community types provides habitat for a diversity of wildlife species, which also supports a big-game hunting program through the Inn of the Mountain Gods Resort and Casino. The Tribe also operates a Ranching Enterprise, raising grass-fed beef. There are many varied recreational opportunities offered within the Sacramento Mountains of southern New Mexico.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### Duties and Responsibilities

- Provides and maintains essential public relations and communication in order to provide counsel to Tribal leadership in resolving complex natural resource use and allocation issues while practicing state-of-the-art, quality natural resource management on lands of the Mescalero Apache Reservation.
- Coordinates and implements short- and long-range strategic planning to meet Tribal natural resources goals and integrates DRMP program operations to effectively address land and resource uses on the reservation. This involves the integration of silvicultural and ecosystem management practices and careful mitigation and/or prevention of adverse impacts on: the quality and functional health of air, land, and water resources; the scenic beauty of the Reservation setting; hunting, fishing, and developed recreational resources managed by the Tribe; recreational opportunities and tourism operations of Tribal enterprises; range improvement opportunities and operations; and sensitive cultural issues of concern to the Tribe.
- Plans, organizes, and coordinates through professional and technical staff, the day-to-day activities of DRMP by establishing program goals and objectives, identifying/seeking appropriate funding sources, implementing current and long-range planning, and providing the overall vision for management of Tribal natural resources.
- Reviews actions taken and recommendations submitted by immediate subordinates to assure compliance with technical, managerial and administrative requirements for funding sources. Evaluates overall performance of these subordinates and takes or recommends appropriate actions.
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- Exercises financial management responsibility to prepare DRMP budgets and funding requests, monitor expenditures, and reallocate (or recommends reallocation) funds based upon shifting program needs. Coordinates development of project specific funding/grant proposals that will complement overall program and Tribal natural resource objectives.
- Monitors the Bureau of Indian Affairs (BIA) Self-Determination Contracts (P.L. ,93-638) and other grants and assistance agreements relating to forest, watershed, wildlife natural resources management, and hazardous fuels reduction to ensure the Tribe is in compliance with technical, budgetary and reporting aspects as required by funding source.
- **Incumbent will be required to obtain access to BIA Trust Assets Accounting Management System (TAAMS).**
  - Evaluates program adequacy and effectiveness through periodic on-the-ground inspections, to determine compliance with established policies, standards and program objectives. Initiates corrective action as needed.
- Coordinates DRMP program efforts/activities with Tribal Council, Tribal Administration and Departments, Mescalero Forest Products Enterprise (or similar Tribal enterprise), Mescalero Ranching Enterprise, and Federal land management agencies, including but not limited to, the Bureau of Indian Affairs, Natural Resource Conservation Service, US Forest Service, NM Forestry Division, US Fish & Wildlife Service, Bureau of Reclamation, US Environmental Protection Agency, US Army Corps of Engineers, and US Geological Service.
- Establishes and enforces internal program policies and standards to strengthen program deficiencies, provide for effective, efficient and economical operations, and to evaluate all activities to ensure fulfillment of program objectives.
  - Implements long range planning and integrates forestry program operations to effectively deal with complex land and resource use. Supports use of Geographic Information Systems (GIS) database and DRMP Section Dashboards to maintain tracking records of treatment areas, including location, acreage, treatments implemented, and funding agency.
- Provide Tribal leadership with current status of program projects.
  - Attends seminars, conferences, workshops, courses and other training required to maintain applicable knowledge, skills and abilities.
  - Ensures that all program safety and compliance requirements are met.
  - Performs other duties as assigned.

### **Minimum Qualifications**

- Must have a minimum of a Bachelor’s degree in Forestry or a closely related natural resources field.
- Must have a minimum of 5 years of substantive experience involving supervision, strategic planning and/or grant writing.
- Must be proficient in computer usage necessary to prepare reports, oversee proper management of program databases and spreadsheets, and make professional quality written and visual presentations to Tribal leadership and other target audiences.
- Must be able to effectively communicate in written and oral formats, and specifically utilize skills to prepare funding proposals and facilitate meetings.
  - Must be able to work within and support an interdisciplinary team environment, with professional, technical staff interacting closely.
- Knowledge of complex Tribal natural resource concerns is preferred.

- Must possess valid State driver’s license and meet Tribal insurance standards, since Director will be required to attend meetings representing the Tribe on natural resources and strategic planning issues.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Selection will comply with “Tribal Preference Hiring” Ordinance 06-02.

***Tribal preference and Native American Indian preference shall apply to all positions.***

**Knowledge, Skills and Abilities**

- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in preparing, reviewing, revising scopes of work and budgets and administering associated funding agreements.
- Skill in preparing reports, planning documents and correspondence.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to work independently and meet strict timelines.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to stand; walk; and talk or hear. The employee occasionally is required to sit; and taste or hear. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment**

Work is generally performed both in an outdoor setting where exposure to natural weather conditions and various dusts and mists may occur and indoors with a moderate to high noise level. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where 8-inch work boots, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.

**Please submit an Application for Employment or resumé to the Tribal Human Resources Department: [hresources@mescaleroapachetribe.com](mailto:hresources@mescaleroapachetribe.com) or call 575-464-9276 for assistance.**

**Applications are available on the Tribal website, [www.mescaleroapachetribe.com/careers/](http://www.mescaleroapachetribe.com/careers/).**