

**Human Resources Department
Pueblo of Santo Domingo**



JOB ANNOUNCEMENT

POSITION TITLE: Water Resources Manager

SALARY RANGE: \$47,840-\$56,160/Annually

DEPARTMENT: Water Resources Department

POSITION STATUS: Full-time

PERIOD TO APPLY: 04/12/19 till filled

FLSA STATUS: Exempt

SUPERVISOR: Tribal Programs Administrator

JOB POSTING ID: IDC-0019

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent is responsible for developing, organizing, directing, and implementing water resources activities to include the development of policies, coordination and administration of programs, and implementation of the tribes short- and long-range water resource, conservation management, and agricultural irrigation plans. Provides guidance and recommendations to management and tribal members regarding water resources and conservation issues and represents the tribe on various committees, associations, and projects with regard to water supply and demand and conservations issues.

TYPICAL FUNCTIONS:

- Supervises, develops, implements, and directs active and effective long range financial and water supply demand and conservation management plans and programs related to the Pueblo's water resources planning.
- Participates in the development of water and wastewater rates and fees related to the Water Resources Office and identifies new issues and strategies related to water resources and conservation programs.
- Directs and conducts short and long-range water planning activities including research, analysis, issue identification, projection modeling and related tasks. Coordinates long range plans for water supply, water demand, facility construction, and water resources finances.
- Recommends water resource policies and procedures which pertain to groundwater recharge; active management area; effluent reuse; water conservation; and contaminated water. Reviews and recommends amendments to other entities and departments' policies and procedures regarding water resources issues.
- Attends Tribal Council meetings and reports on activities requested by management.
- Briefs the Tribal Program Administrator on matters of concern and secures approval for various elements of the Water Resources Conservation program and funding issues. Recommends to upper management the Tribe's position on proposed legislation, regulations, and rules affecting water resources and conservation.

- Write and manage federal grants requirement and perform field survey's as needed.
- Perform all work activities in accordance with Santo Domingo Tribe safety policies and procedures.
- Operates equipment in a safe manner and conducts field activities to achieve project objectives.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**
All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to proper behavior between staff and guest. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Goal and Task Management**
Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Teamwork**
All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Collect and Organize Information**
Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.
- **Arithmetic & Mathematical, Science and Computer Reasoning**
Incumbents in this job use and apply mathematical, and scientific techniques and processes and concepts, as well as computer technology to understand and solve problems. Apply understanding of mathematics, science and computer technology either explicitly or implicitly, to perform advanced computations, apply mathematical and scientific processes or utilize tools, analyze problems, identify or specify patterns, and draw conclusions.
- **Flexibility**
Incumbent in this position must be able to accept rapid change in job assignments, schedules, or priorities.
- **Effort and Initiative**
Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.

MINIMUM QUALIFICATIONS:

- A Bachelor of Science in Environmental Science or a related field is preferred or a minimum of five years' experience specifically in the environmental field or a combination of education and experience.
- Must have the ability to use computer technology and various software programs, especially MS Windows, Word, Excel, Access, and Internet and e-mail programs.
- Geographical Information System (GIS) knowledge and experience with maps, and field surveying using traditional and GPS technology.
- Ability to effectively perform other duties within multiple on-going projects relating to the position.
- Ability to work in relative isolation, spending more than 70% of shift out in the field in all elements of weather.
- Able to lift up to 75 pounds.
- Must have effective oral and written communication skills.
- Must possess a valid driver's license and must insurable through Santo Domingo Tribe's liability plan.
- Must be able to satisfactorily pass a background check.
- Extended working hours, including evenings, weekends, and holidays may be required.

DEPARTMENT: WATER RESOURCES
SUPERVISOR: TRIBAL PROGRAM ADMINISTRATOR

HOW TO APPLY

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Cover Letter

Please submit complete application packet. No phone calls please.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Water Resources Manager**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052
- Resume