

Phillip Quintana
Governor



Paul Herrera, Sr.
Lt. Governor

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**INTERNAL/EXTERNAL
JOB ANNOUNCEMENT
DNRC-064-2026**

POSITION TITLE: Trust Land Program Manager
FLSA STATUS: Non-Exempt
POSITION TYPE: Regular Full-time
DEPARTMENT: Department of Natural Resources (DNRC)
BACKGROUND LEVEL: Public Trust
SUPERVISOR: Department of Natural Resources Director
STARTING PAY: \$31.25/hr. (DOE)
OPENING DATE: June 3, 2026

Position Summary:

Under the direct supervision of the DNRC Director, the incumbent will be responsible for all matters related to the management of land within the exterior boundaries of Pueblo de Cochiti (PdC), ensuring tribal boundaries are being adhered to by all neighboring lands and jurisdictions, and for overseeing and ensuring that water ways that are currently and historically in PdC's watershed are protected.

Essential Duties and Responsibilities:

Water Rights (Litigation and Negotiation):

- Lead the work in the development of a Hydrographic Study to support litigation/negotiation for the adjudication of Water Rights.
- Ongoing Preparation for PdC Water Rights Claim to ensure the historical usage of water for PdC research and preparation is continuing and ongoing. To better prepare for the long haul of our assertion and claim to water rights adjudication.

Historic Preservation and NEPA Compliance:

- Through infrastructure and capacity development, coordinates and completes all necessary documentation to adhere to the National Historic Preservation Act and adherence to the National Environmental Protection Act (NEPA).

- Leads the development of internal policies and practices for cultural clearance to ensure the Tribe's most sacred sites remain protected.

BLM-Tent Rocks National Monument:

- Serves as the main point of contact for BLM.
- Executes the multiyear funding agreement scope of work.
- Oversee and supervises monument rangers.

Other Responsibilities and Expectations:

- The Trust Land Management Manager is expected to maintain professional affiliations and to participate in opportunities for collegiality with other practicing professionals within the discipline, on a periodic basis.
- Comply with the PdC Code of Conduct.
- Adhere to the PDC Policies and Procedures.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Natural Resources/Social Sciences or related field OR 6 years of experience in facilitating Tribal lands into trust and experience working in and with BLM systems and field rangers.
- 3 years of THPO experience with a basic knowledge of the National Historic Preservation Act (NHPA) sections 106 and 110, Native American Graves Protection and Repatriation Act (NAGPRA), and National Environmental Protection Act (NEPA).
- 3 years' experience in management of Pueblo water systems and agricultural practices
- Familiarity or willingness to be trained in Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (OMB Super Circular) training.
- Must pass a pre-employment drug screening and background investigation.
- Must possess and maintain a valid Driver's License, pass a Motor Vehicle Reference check

Preferred Qualifications:

- Master's Degree in Natural Resources/Social Science or related field.
- Basic knowledge and experience in management Pueblo water management systems.
- Mapping capabilities.
- Ability to speak the Keres Language.
- Certified in First Aid and CPR or become certified within 6 months of employment.

Knowledge, Skills, and Abilities:

- Knowledge of traditional form of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of PdC.
- Extensive research and strategic planning skills.
- Skills and ability in organization, time management, task prioritization, and record keeping.

- Exemplary skills in written and oral language with the ability to communicate respectfully, clearly, and concisely in person, by telephone, and through written forms (e.g., paper, email, text, social media).
- Skills demonstrating high level of integrity, commitment, and work ethic.
- Ability to make effective presentations, produce high quality reports, and draft policies and procedures.
- Ability to establish and maintain effective working relationships with staff, administrators, and community in a variety of roles and positions.
- Ability to remain calm, flexible, and work effectively under pressure.
- Ability to use computers, specialized software, and/or other electronic equipment to fulfill job functions.
- Ability to represent PdC professionally.
- Knowledge of and experience with applicable laws, regulations, and emerging practices pertaining to assigned responsibilities, including current issues and trends in education.
- Organization, time management, task prioritization, and action planning.
- High level of integrity, commitment, and work ethic.
- Strong problem-solving skills.
- Knowledge of safety, quality, and cost objectives.

Physical Demands:

Ability to stand, walk, and sit frequently or for prolonged periods of time. Ability to travel to school buildings, offices, tribal communities, various events, and other engagements. Ability to perform extensive work at a computer display terminal. Additional physical abilities include lifting/carrying/pushing/pulling up to 30 pounds, stooping/crouching, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/field of vision.

Work Environment:

Work is generally performed in an office setting and, in the field, thus standing and walking on uneven surfaces or unstable ground may occur. Exposure to extreme heat and cold temperatures may arise as well as the need for hearing protection, safety toed shoes, safety goggles or protective face shields.

CLOSING DATE: June 22, 2026

TO APPLY:

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquiries, contact (505) 584-3564.

It is the policy of Pueblo de Cochiti to give preference to qualified Cochiti enrolled tribal members