

Paul Herrera, Sr.
Lt. Governor



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INTERNAL/EXTERNAL JOB ANNOUNCEMENT
DNRC-065-2026

POSITION TITLE: Director
FLSA STATUS: Exempt
JOB TYPE: Regular Full-Time
DEPARTMENT: Department of Natural Resources & Conservations (DNRC)
BACKGROUND LEVEL: Public Trust
REPORTS TO: Tribal Administrator
STARTING SALARY: CWS-5 (\$70,000.)
OPENING DATE: October 9, 2026

Position Summary:

Under the direct supervision of the Tribal Administrator, the incumbent will be responsible for the day-to-day planning, organizing, and directing all functions required to operate and maintain activities, services and department operations. The incumbent will be responsible for policy development, budget allocation, development of program work plans, review and evaluation of long-term management plans. Ensure compliance with all tribal, federal, state, county or other regulatory agency laws, ordinances, codes and regulations designed to protect the natural resources of Pueblo de Cochiti.

Minimum Qualifications:

- Bachelor's degree in Natural Resources/Environmental Sciences or related field, plus 6 years of management experience administering natural resource programs or 12 years of direct experience in administration of Environmental and Natural resource programs.
- Basic knowledge 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).
- 5 years' experience in administration of Pueblo water management and agricultural practices.
- Working knowledge of Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (OMB Super Circular).
- Must possess and maintain a valid Driver's License, pass a Motor Vehicle Reference check and must be eligible for coverage through the Pueblos insurance provider.
- Must pass a drug and background prior to offer of employment.

Preferred Qualifications:

- Master's degree in Natural Resources/Social Sciences or related field.
- 5 years of experience in performing environmental sampling including surface water, groundwater, stormwater, vapor, soils and vegetation.
- Basic knowledge and experience in management Pueblo water management systems.
- Mapping capabilities including GIS.
- Ability to speak the Keres Language.

Essential Duties and Responsibilities:

- Directs the development and implementation of approved strategic plans for all natural resource programs of the Pueblo.
- Must have knowledge of and be able to apprise tribal members and the public of tribal codes, laws, ordinances and resolutions regarding tribal lands that have been approved by the tribal council.
- Submit quarterly and annual reports of program activities to the appropriate funding sources and Tribal Leadership as requested.
- Oversee Right of Way (ROW) & Easement related matters for all Tribal Lands.
- Oversees and ensures compliance with the Cluster Agriculture Development Service (CADS) goals and objectives.
- Ensures continuity between the CADS program and overall Land Management goals.
- Develops and maintains inventory of all Tribal land, boundaries, and existing resources.
- Develops and directs implementation of maintenance and use of Pueblo agricultural lands.
- Responsible for collaborating with tribal courts and federal agencies to update wildlife and natural resources codes, coordinating jurisdictional matters, and managing agreements with local, state, and federal law enforcement for emergency responses.
- Secures additional funding for the continuation and expansion of DNRC programs.
- Develop, promote and maintain strong relationships with other departments, tribal members, the public and outside agencies.
- Serves as the Pueblo's Department of Energy (DOE) Los Alamos Pueblos' Project (LAPP) liaison.
- Must attend meetings with federal, state, local agencies and other community groups regarding environmental matters encountered by the Pueblo.
- Maintain professional and technical knowledge by conducting research; attend seminars, educational workshops, classes, and conferences; reviewing professional publications; participating in professional societies; conferring with representatives of contracting agencies, and related organizations.

Knowledge, Abilities and Skills:

- Knowledge of the Pueblo de Cochiti's governmental structure and organization.
- Familiarity with applicable local, county, state, federal and tribal laws, regulations and ordinances.
- Knowledge of local and regional natural resource management and tribal sovereignty issues.
- Efficiently and effectively develop and manage departmental programmatic funds demonstrating an advanced understanding of records management and adherence to the Pueblo's accounting policies and procedures.
- Knowledge of the Pueblo's human resources management policies and procedures.
- Ability to network, interact and maintain a professional work relationship with coworkers, stakeholders, funding agencies, tribal programs, individuals of various social and cultural backgrounds and leadership.
- Ability to maintain confidentiality and demonstrate positive moral behaviors.
- Demonstrate effective use of oral and written communications.
- Exhibit the capability to work independently or as a member of a team.
- Must represent the Pueblo in a professional manner.

CLOSING DATE: October 30, 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.