



Position Description

Job Title:	Land Manager
Reports To:	Director of Environmental Planning and Protection
Supervises:	N/A
Classification:	Salaried
Anticipated Starting Salary:	\$60,000 - \$70,000 (S6) Full-time, benefit-eligible

The initial review date for this position will be September 18, 2023. Submissions received after this date **may** be considered at the discretion of the hiring committee.

Position Summary

Under the general supervision of the Director of Environmental Planning and Protection (Director), the Land Manager (LM) will develop and oversee the land-use management plan for all Tribal land. Working with the Director and the Tribal Historic Preservation Officer (THPO), the LM will increase cultural resource preservation and enhancement, education, research, and Tribal member and community use on Tribal land. These efforts may include, but are not limited to, vegetation and fuel-load management, fire-resistant technologies, and the development of diverse energy resources to increase the Tribe's resilience to extreme weather and natural disasters (i.e., drought, wildfires, etc.). The LM will also research and manage funding and training opportunities to support and expand management efforts on Tribal land.

Responsibilities include, but are not limited to:

- Works closely with the Director of Environmental Planning and Protection and the Tribal Historic Preservation Officer (THPO) to curate a shared vision for the management of Tribal lands
- Develops and implements management plans for all Tribal-owned and stewarded lands to meet the mission and strategic priorities of the Tribe and the Mechoopda Cultural Resource Preservation Enterprise (MCRPE)
- Develops diversified funding (grants and contracts) in coordination with the Tribe and MCRPE to support current and future land management activities
- Manages grant programs to ensure compliance, intended outcomes, and future funding
- Tracks, manages, and ensures compliance with all environmental permits and regulations governing Tribal lands and associated activities
- Consolidates and maintains all land management legal documents such as permits, deeds, contracts, and agreements to ensure continual compliance

- Engages in public outreach efforts and networking with local and regional partners to advance the strategic priorities of the Tribe regarding management of Tribal Lands
- Oversees day-to-day operations, related to land management activities including all prescribed burns
- Assists in restoration field activities and performs field work including invasive plant eradication, fence repair, and road/trail maintenance (as needed)
- Provides information and reports as needed to assist in land acquisition for the Tribe
- Engages in outreach and education with Tribal community
- Other program duties as assigned

Minimum Qualifications

These entry qualifications would normally be obtained through a bachelor's degree program (or its equivalent) in biology, forestry, fire ecology, environmental science, or a related field combined with two years of related work experience:

- Ability to understand and interpret regulations and requirements, maintenance and operational needs, ecological issues and concerns
- Takes ownership of problems and their solutions and can provide thorough analysis of issues and justification of recommendations
- Demonstrated experience and knowledge of development and implementation of land management plans
- Demonstrated experience and knowledge of fire ecology, firefighter qualifications, and prescribed burning
- Demonstrated understanding of grant writing, data collection, and reporting
- Strong communication and facilitation skills with all levels of an organization
- Demonstrated experience and ability to operate power tools and hand tools including chain saws, brush cutters and other small equipment
- Demonstrated experience and ability to operate tractors and 4x4 vehicles
- Demonstrated knowledge of native/non-native plant species specific to Northern California
- Strong project management and organization skills with the ability to manage multiple projects concurrently with limited supervision
- Proficiency with Microsoft Outlook, Word, and Excel and the Google Suite (Docs, Forms, Drive, Sheets)
- Proficiency with ArcGIS software
- Demonstrated experience developing and monitoring budgets
- Knowledge of and skill in standard office procedures and practices
- Ability to work within the cultural and governmental framework of a Native American tribe

Preferred Qualifications

- Master's degree in biology, forestry, fire ecology, environmental science, or a related field
- Demonstrated understanding of fire mitigation, fire ecology, and fire regulations preferred
- Experience working with Native American communities

Additional information

- This work involves working inside and outside in hot and cold, wet or humid, and dry or arid conditions as well as sitting and may include walking on uneven terrain, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 50 lbs.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a current, valid California driver's license (within 30 days of hire), provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out of state, as necessary, during or after regular working hours.
- All offers of employment are contingent upon:
 - successful completion of background and reference checks.