

**NORTHERN CHEYENNE TRIBE  
GRAZING AND RANGE RESOURCES  
2021**

**POSITION:** Manager of Department of Grazing and Range Resources **SALARY:** \$30-\$32/PH

**DEPARTMENT:** Northern Cheyenne Grazing and Range Resources

**ACCOUNTABLE TO:** Northern Cheyenne President or Designee

**OPENING DATE:** 7/16/2021

**CLOSING:** 7/22/2021 @ 4:00 pm

**How to apply:** Submit a completed application, resume, three (3) current (within 1 year) letters of reference, copies of certifications, transcripts, credentials, a Tribal I.D. or Tribal Certification (if claiming Tribal preference), and a DD214 (if claiming veteran's preference) to the Northern Cheyenne Tribe-Human Resources Office, P.O. Box 128, Little Wolf Capital Building, Lame Deer, MT 59043

**SUMMARY OF WORK:**

The Manager provides administrative direction, technical assistance and ensures compliance with all pertinent Federal, and Northern Cheyenne Tribal laws, policies and regulations that establish the jurisdictional authority of the Northern Cheyenne (NC) Northern Cheyenne Grazing Board. Tribal Council Ordinance No. DOI-001 (06) governs the administration of grazing on the Northern Cheyenne Reservation. The Manager performs monthly, quarterly and other necessary compliance checks to ensure that grazing permit violations, trespasses and administrative procedures are being properly reviewed and executed in accordance with the current and approved Grazing Ordinance; other applicable Tribal laws and regulations; and, superseding Federal law or regulations governing Tribal land and range resources. The Manager must be trained and certified to access and have a working knowledge of the Trust Asset and Accounting Management System, (TAAMS) and grazing permitting process.

The manager develops range resource management policies, procedures, goals and plans according to standards and objectives from the Annual Work Plan. The employee consults with the Northern Cheyenne Tribal Grazing Board and the Bureau of Indian Affairs (BIA) Superintendent, Northern Cheyenne Agency to determine program needs, objectives and standards. The employee makes recommendations to the Northern Cheyenne Tribal Grazing Board on implementing resolutions, codes and ordinances to maintain sustained yield for the Indian agricultural lands in range units. The Manager acts in the best interest of the Northern Cheyenne Tribe, individual Indian land owners with Indian agricultural lands in the land schedules of range units. The incumbent coordinates and guides the interests of the Northern Cheyenne Range Resources Program with the BIA, the Northern Cheyenne Tribe's Natural Resource Programs, and other Federal and Montana agency programs or departments that may enhance budgetary and management of the Northern Cheyenne Reservation's range resource.

**JOB CHARACTERISTICS:**

**Nature of Work:** Implements relevant Tribal laws, policies and regulations pertaining to livestock grazing permits issued by the NC. Grazing Board. Plans and schedules routine inspections of range units to identify and document alleged trespass, over-grazing, and other

no felony convictions involving crimes of violence, sexual or physical abuse of minors and drug offenses.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to. The following:

**Performs assigned duties.**

Ensures prompt preparation and dissemination of approved and official minutes for the Grazing Board and Tribal President's office. Grazing Prepares, submits and maintains accurate and timely records and reports. Deals tactfully and courteously with the public and clientele

Observes work hours and demonstrates punctuality.

Adheres to Tribal Personnel Manual and "Chain of Command". Establishes and maintains effective working relationships with program staff and federal, state and tribal agencies.

Must agree to and sign waiver for pre-employment drug testing. Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

Other duties as assigned.

UNDER NO CIRCUMSTANCES WILL INCOMPLETE APPLICATIONS BE CONSIDERED.  
ALL PAPERWORK MUST BE BROUGHT/SENT TO THE NC HUMAN RESOURCE OFFICE.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience. The following are minimum requirements for this position:

Must be an age of 21 years or older.

Must have an Associate's Degree (AA) in the field of natural resources; or Ag-Business Management, agriculture or related field from an accredited college.

Must have work experience in Tribal Grants Management and have a fundamental understanding of the Indian Self-Determination Act: Pub. Law 93-638.

Must have some specialized training or 5 years of work experience in natural resource management, agriculture production, or program/project management.

Must have a Valid Montana Driver's License and be insurable. Must know how to ride a horse and operate a horse trailer.

violations of grazing permits.

**Personal Contacts:** The Manager maintains regular contacts with livestock operators, state brand inspectors and the Land Authority, Grazing Board and President's office. The Manager works closely with the BIA Realty and Forestry Departments, Tribal Environmental Protection, Natural Resources Department, Tribal Historic Preservation Office, NRCS Office, and other federal, state, and tribal agencies.

**Supervision Received:** This Manager is supervised by the Tribal President or designee. The Northern Cheyenne Grazing Board has vested governing authority under Tribal Council Ordinance No. DO1-001 (2006) to discharge its duties and responsibilities concerning grazing permits that necessarily involve the Manager. The position adheres to the Tribe's Personnel Manual to ensure consistency in the application of personnel transactions and for audit requirements.

**Essential Functions:** This position requires a Tribal employee with high moral integrity and demonstrated work ethic; the ability to make fair and realistic judgments; the capacity to handle a high stress work environment; the capability to deal with difficult people while maintaining self-control; the professional competence to document all contacts and incidents; and, the skillset to generate follow-up reports of non-compliance, violations and trespass. Knowledge of the grazing permitting process utilized by the Northern Cheyenne Tribe is required.

### **JOB REQUIREMENTS:**

**Prohibition:** All applicants for this position can not be livestock operators with a grazing permit, no exceptions.

**Knowledge:** Knowledge of the Northern Cheyenne Tribal Constitution and Bylaws, Grazing Ordinance, Reservation boundaries, and permitting regulations contained in 25 CFR (166), The provisions of regulations promulgated to implement Pub. Law 93-638, and other Federal, State and Tribal laws and policies.

**Skills:** Skills in oral and written communication. Skill in the use of computer (e.g. word processing, Excel, internet) GPS/GIS Systems and office machines (copier, calculators, typewriters, etc.) Performs various technical skills and office tasks, including using a plan meter in determining acreage from aerial photos, identify land description's in office and locate out in the field. Must be TAAMS trained and certified or must be willing to become TAAMS certified.

**Abilities:** Reading various types of maps (aerial, range unit, etc.), must be able to operate vehicles in all terrain and weather conditions and have the ability to ride horseback. Ability to read and interpret legal contracts; interpret aerial photographs, identify land in office and locate out in the field using legal descriptions. Ability to identify and count livestock and read brands. Possess tact and assertiveness to deal with permittees and landowners.

**Physical/Background Checks:** Successful applicant for employment is subject to a background check, pre-employment and random drug and alcohol testing. Applicant must have

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to: The following are minimum requirements for this position.

- Must have some specialized training or 5 years of work experience in natural resource management, agriculture production, or program/project management.
- Must have a Valid Montana Driver's License and be insurable.
- Must know how to ride a horse and operate a horse trailer.
- Must have ATV and UTV certification
- Current herbicide applicators license required
- Ability to interpret legal land description and surveys.