

Pueblo of Sandia – Job Description			
Title	Bosque Project Manager	FLSA	Exempt
Position Code(s)	201026	Employer	PBL
Department	Environment Dept	Company-Div-Dept	20-25-080
Reports to	Environment Director	Reports to Position Code	104002
Salary Grade	13	Revision Date	01/28/2010
Position Summary			
This position is responsible for the planning, organizing, supervising and organizing the activities related to the management and compliance of Bosque Grant contract applications and reimbursement.			
Supervision Exercised			
Reports to the Environment Director. Directs the Bosque Crew Supervisor.			
Major Duties and Responsibilities			
<ol style="list-style-type: none"> 1. Manages Bosque project developing goals and objectives to ensure progress. 2. Assists Environment Director in long range and annual plans of work and in project accounting, annual budget preparation and other reports related to the Bosque Project Grants. 3. Explains changes and assists the Environment Director and Tribal Council in making adjustments to its program to incorporate any needed changes for grant compliance. 4. Prepares and administers grant and loan applications and packages. Keeps abreast of state and federal legislation and funding sources. 5. Monitors and tracks costs associated with the performance of grant contracts and contractors. 6. Plans and develops procedures for compliance with grant contracts. 7. Monitors and evaluates work to ensure compliance with grant contracts. 8. Coordinates the reimbursement process of approved grants. 9. Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees. 10. Evaluates the performance of assigned employees. 11. Interviews and selects staff reporting directly to this position. 12. Initiates and recommends disciplinary action for employees as necessary. 			
Secondary Duties and Responsibilities			
Knowledge, Skills and Abilities			
<ol style="list-style-type: none"> 1. Knowledge of project management practices. 2. Ability to write successful grant applications. 3. Ability to understand grant contracts for reimbursement procedures. 4. Knowledge of supervisory principles and practices. 5. Knowledge of budget principles and practices. 6. Skill in investigations to ensure compliance with contracts. 7. Ability to manage resources within a budget. 8. Skills in staff development and training. 9. Ability to make presentations to Tribal Council. 10. Ability to communicate effectively in writing and verbally. 11. Knowledge of state and federal laws and legislative processes related to the work. 			

12. Knowledge of the science of forestry, including forest growth, protection and management, forest products, species identification, and forest ecology.
13. Knowledge of the principles and practices of forest conservation and reforestation.
14. Knowledge of the principles, practices, and problems of forest management.
15. Knowledge of Windows based computer systems, Windows XP and Windows Office software.

Minimum Qualifications, Education and Experience

1. Bachelor's degree in Forestry or related field
2. Three (3) years of experience in forest restoration and conservation grant administration.
3. Must have a valid New Mexico State Driver's License and an insurable driving record.

Licensing Status

Must be able to successfully pass a Background Investigation.

Working Conditions

1. Work is performed indoors and outdoors. Outside work is subject to temperature extremes and inclement weather conditions.
2. Work hours subject to change with overtime work required.
3. Subject to hazardous environmental conditions.
4. Tasks may be performed on uneven, inclined, hard and soft forest surfaces and surfaces.
5. Duties may involve walking, standing for long periods of time, sitting and crouching.
6. Specific required movements include the following:
 - a. Trunk- bend, twist, rotate, push, pull, carry.
 - b. Arms – reach, carry, lift, twist, and rotate.
 - c. Legs – lift, push, pull, twist, and rotate.
 - d. Hands – Grasp, manipulate bilateral coordination, hand and eye coordination, and overall and finger dexterity.

Position Notes

01/28/2010 – Updated licensing requirements.