

JOB DESCRIPTION

JOB TITLE: Land Specialist

DEPARTMENT: Natural Resources

CLASSIFICATION: Non-Exempt

DUTIES AND RESPONSIBILITIES:

- Assist the Land and Wildlife Branch Coordinator in development and implementation of MNR management plans, policies and procedures;
- Serve as plant identification and management lead;
- Assist in Settlement wide permaculture design and land management plans, aligned with the Strategic Plan and Tribal goals;
- Develop, implement, and maintain the Meskwaki Agriculture Business Plan including but not limited to hay, row crop, and livestock operations;
- Assist in completion of grant deliverables;
- Conduct biological monitoring, assessment surveys, and /or restoration projects;
- Collect, organize, and analyze data for monitoring Tribal fish, wildlife and habitat;
- Create, update and maintain databases; and information gathered for MNR reporting requirements;
- Assist in development/creation of research methods/procedures for monitoring fish, wildlife and habitat;
- Assist with maintaining and further developing GPS/GIS databases;
- Develop and implement outreach and education activities including events and print/electronic media;
- Assist in management and maintenance of tribal buffalo herd and buffalo wildlife refuge;
- Assist in management and participate in the prescribed/wildland fire program as a fire fighter;
- Assist/coordinate in the daily operation of all MNR field activities;
- Attend training conferences and meetings as appropriate to assigned responsibilities;
- Develop and maintain a positive working relationship with a variety of State, federal, and non-governmental agency representatives and the general public living on and near the Meskwaki Settlement;
- Supervise full-time/seasonal technicians and field crews;
- Other duties as assigned.

REQUIREMENTS:

- Bachelor's Degree in a Natural Resource Management or Environmental Discipline, plus one-year professional level experience or equivalent of four-years combination of education and full-time professional experience in Natural Resource related work pertaining to the duties detailed below (30-semester hours is the equivalent of one year of education)
- Must possess a valid driver's license and be insurable
- Working Knowledge of Land management planning, Fish, wildlife and habitat surveys/monitoring, Conservation restoration/reconstruction techniques
- Preferred experience in working within the Native American Community and/or knowledge of the Meskwaki culture and Settlement
- Knowledge of basic: Flora and fauna identification, and Iowa land structure and history
- Ability to operate power tools and machinery: Tractors, ATV's, UTV's, mowers, drills, chainsaws etc.
- Analytical and problem solving skills
- Effective written, verbal and listening communication skills
- Ability to write reports and create charts
- Ability to operate the following computer programs: Word, Access, Excel, Outlook, ArcGIS
- Physical ability to collect field data, to work in all weather conditions and to lift 50-lbs on a daily basis
- Must successfully pass a background investigation

SUPERVISION:

- Supervised by the Land and Wildlife Branch Coordinator

SALARY:

- Annual salary range: \$35,547.20 - \$56,659.20