



Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini •

Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Mickey Gemmill Jr.
Tribal Chairperson

Lawrence Cantrell
Vice Chairman

Faith Santillan
Tribal Secretary

Position Job Description: XL-Ranch Manager

Department: XL-Ranch

Reports To: Natural Resource Coordinator

Status: Salary Exempt Fulltime Permanent

Annual Salary Range: \$37,440 - \$43,680 DOE

Indian Preference in accordance with the Indian Preference Act of 1934, application for this position must include verification of Indian blood, if Indian heritage is claimed.

Purpose:

The Pit River Tribe (PRT) job description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Summary: The XL-Ranch Manager shall direct and oversee all ranch activities, including coordinating all projects with federal and state government agencies. The Ranch Manager must be able to communicate with the Tribal Government, appropriate committees and tribal staff effectively. Must be able to write and interpret financial and administrative reports, demonstrate organizational abilities, as well as financial and narrative planning skills. Including proposals that will help fund XL-operations through numerous agencies i.e. NRCS, and the United States Department of Agriculture.

Essential Duties and Responsibilities: Include the following because of the PRT's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties relating to the program requirements:

- Develop year to year proposals, and budgets for ranch operations, seek funding through grants, contracts and sales, and show ability to administer grants and contracts.
- Communicate with Council, ranch personnel, Natural Resources, Tribal Administrator, and Finance regarding contracts, revenues generated, and grants in order to effectively administer the program funds.
- Participate in federal, state, and local stakeholder issues, and partnership meetings.

- To Must be able to communicate verbally to large audiences, as well as write effective narratives.
- Supervise all ranch staff including general labor, manage and coordinate all hiring, training and travel requirements.
- Plans organizes, directs, coordinates, and reports on the activities of the XL-Ranch including quarterly and annual financial reports. Any reporting due to the respective granting or contracting agencies.
- Attends meetings of the PRT Tribal Council and advises as necessary and appropriate information regarding the XL- Ranch Operations Office.
- Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
- Secure all applicable MOU's with all participating entities.
- Ensure timecards are completed and accurate.
- Monitor and report on all operations and projects, working cohesively with all relevant programs.
- Review all federal, state, county and other entity permits when needed to ensure it is done properly if within Tribal jurisdiction.
- Day to Day supervision to ensure all assignments are completed. Prioritize relevant issues for ranch operations and work plan activities, crew labor schedules.
- Other duties as assigned.
- Other job-related duties as assigned.

Qualifications:

- Have the ability to work effectively with Native American People in a culturally diverse environment.
- Have good time management skills and be able to work under stressful conditions.
- Have the ability to establish and maintain good working relationships with the public, employees, and agencies.
- Must possess verbal and written communication skills as this position works with businesses, and a variety government, state, county, federal, and tribal.
- Have the ability to follow written and oral instructions.

Requirements:

- Skills to support a multi-disciplinary background.
- Must have supervisory and grant contract administrative skills.
- Experience with overall Ranch Management, coordinating and delegating duties, planning; ability to understand and address the needs of the residents, Tribal Council, and Tribe as a whole; ability to analyze, and work with livestock, range and irrigation issues; good communication skills, ability to follow policy impartially, non-political and no conflict of interest; good computer skills as well as applicable software; solid organizational and team building skills.
- Ability to read and understand project documentation; proven ability to work on several projects simultaneously and under tight schedules; familiarity with local, state, federal laws, tribal ordinances, and tribal policies; ability to follow through and complete tasks, and be accountable; Bachelor of Science preferred, professional licenses, certificates, and experience will be considered; strong ranching and livestock background is preferred.
- Demonstrated ability to motivate and empower others, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.
- Demonstrated ability to define problems, collect data, establish facts, and draw conclusions; ability to analyze and interpret an extensive variety of information, communicate findings and recommend solutions to the governing boards, managers, supervisors, and directors.
- Must have demonstrated abilities to initiate and follow through on complex administrative task, manage time, and meet deadlines.
- Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier.
- Adhere to all PRT policy including confidentiality.
- Must successfully pass a pre-employment drug and alcohol screening and be willing to submit to a criminal background check.

Contact Information:

Human Resources Department

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