



InterTribal Buffalo Council
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www.ITBCBuffaloNation.org

Intertribal Buffalo Council

Position: Technical Services Director (TSD)
Classification: Professional
Department: Technical Services

Summary of Duties:

The Technical Services Director will oversee the Technical Services Department at ITBC which include the Wildlife Biologist, ITBC Herd Manager, Regional Technical Service Providers, Cultural Harvest Trailer, and Surplus. TSD will provide support and recommendations to TS Staff and member tribes in areas relating to herd health, range land management, and infrastructure development. This is a full time, permanent position.

Primary Responsibilities:

- Direct Supervision of Technical Service Providers.
- Assist Tribes with their goals of Buffalo restoration and/or expansion.
- Implement Board of Directors policies.
- Work closely with Project Director, Fiscal Director, and Executive Director in development and oversight of Technical Service budgets.
- Oversight of organization and maintenance of Technical Services documents.

Education and Experience Requirements:

- Masters degree preferred from accredited University or college in Natural Resources or Business related field.
- Five years or more, of specialized experience that provided knowledge of natural resource management principles and techniques preferred.
- Five years, or more, of specialized experience in grant development and management preferred.
- Knowledge of and sensitivity to Native American wildlife management issues and concerns.
- Familiarity of Tribal and federal governments, Tribal treaties, agreements, laws, policies, and sensitive issues associated with the management of natural resources.
- Knowledge of federal contract procedures and policies.

Knowledge and Skills:

Must have the ability to organize and analyze available information and draw sound conclusions; communicate effectively and write clearly and concisely and in a logical sequence; present and promote departmental priorities, services and actions; and effectively plan and organize work

activities and prioritize task completion to meet schedules and deadlines. Must have project management skills and excellent organizational skills. Must be able to use Microsoft Office Word, Excel, Access, and PowerPoint. Must have a valid drivers license.

Supervised by:

Reports to Executive Director.

Salary:

Exempt position. Salary negotiable, dependent upon experience, with a base of \$85,000. Benefits include employee health insurance, paid time off, and retirement contributions.

****Intertribal Buffalo Council is an equal opportunity employer. The organization does not discriminate by race, color, creed, national origin, age, religion, sex, marital status, sexual orientation, or disability, although the organization provides an Indian preference for employment.****