



# WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque  
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

## White Earth Reservation Tribal Council Job Announcement

**Position: Wildlife Manager**  
**Location: Mahnomen**  
**Pay: \$32.52/DOQ**

**Benefits: Full**

**Open: 03-16-26**  
**Close: 03-27-26**  
**Status: Full Time**

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for managing the activities related to wildlife, research and management, including the collection and analysis of biological data in order to maximize and maintain harvest of wildlife. This position is responsible for all activities related to wildlife and the habitats that they live in. This position is responsible for monitoring populations of wildlife, research of individual species as applicable and evaluating long-term population goals of wildlife species. This position is also responsible for managing, enhancing and creating new wildlife habitats to ensure the long-term sustainability of all wildlife.

### Position Outcomes:

Performs duties as outlined in work plan and assigned to ensure compliance with applicable regulations.

- Study animals in their natural habitats, assessing effects of environment and industry on animals, interpreting findings and recommending alternative operating conditions for industry.
- Inventory or estimate plant and wildlife populations such as but not limited to white-tailed deer, black bear, ruffed grouse, waterfowl and endangered species.
- Conduct waterfowl banding activities to evaluate local waterfowl populations, conduct harvest research and provide long-term management goals.
- Make recommendations on management systems and planning for wildlife populations and habitat, consulting with stakeholders and the public at large to explore options.
- Disseminate information by writing reports and scientific papers or journal articles, and by making presentations and giving talks for schools, clubs, interest groups and park interpretive programs.
- Coordinate preventive programs to control the outbreak of wildlife diseases.
- Coordinate and create/implement plans for wildlife disease outbreaks such as but not limited to: Chronic Wasting Disease and Avian Bird Flu.
- Develop public outreach and safety protocols to Tribal Membership and the public on wildlife disease threats.
- Plan and direct the implementation of habitat management and development activities on wildlife management areas and to approve, advise, recommend or suggest wildlife habitat management and development projects on other Tribal lands and private lands using ecosystem-based management concepts so that their maximum potential may be realized and regional landscape plan goals are attained.
- Annually provide the RBC with recommendations for Tribal Seasons and Limits that offer ample opportunity harvest while providing long-term sustainable populations for many years.
- Research and use available funding programs such as but not limited to: NRCS, USFWS, USDA APHIS, BIA for the use of conducting habitat improvement projects, monitoring and surveying species and/or research of wildlife.
- Manage all CRP contracts for reporting requirements, mid-contract management activities (mowing, clipping, burning, etc.).
- Work with NRCS to attain habitat, environmental improvement and applicable natural resource improvement projects that benefit wildlife, fish and Tribal members.
- Work with other divisions/programs on development of habitat and/or projects that may affect natural resources.
- Work with other Tribes, State Agencies, Government Agencies on cooperative projects, research, technical committees, advisory committees etc. to ensure long-term wildlife and wildlife habitat management throughout Reservation lands.
- Conduct reviews of environmental impacts of various infrastructure projects, such as but not limited to highway/roads, building construction, water/sewer projects.
- Coordinate/attend meetings with Minnesota DNR programs to assess and evaluate each Agency's wildlife and wildlife habitat goals and objectives.
- Coordinate control burn activities with Forestry personnel to actively manage wildlife/grassland habitats for maximum effectiveness.
- Survey/monitor wildlife habitat and Tribal lands in general for the presence of invasive/noxious species.

- Manage and/or work to eliminate invasive/noxious species by mechanical, chemical or biological control methods.
- Conduct various wildlife habitat improvements by mechanical (mowing/clipping) invasive species removal, noxious weed management, seeding and by use of fire.
- Conduct water level management on wildlife area water structures, wild rice waters and waterfowl habitat areas.
- Create and develop wildlife management plans as needed to guide harvest regulations, habitat management, population goals and/or the protection of Threatened and Endangered species.
- Supervise wildlife/natural resources staff on specific projects, job duties and on-site work areas.
- Maintain furbearer registration stations for Tribal hunters and trappers to have available CITES tags.
- Supervise, supply on-the-job training and educate Summer Interns in a variety of wildlife/natural resources duties, activities and projects.
- Conduct surveys and population assessments of Threatened and Endangered species.
- Review construction plans for all projects to ensure there is not a potential negative affect on any Threatened and Endangered species.
- Coordinate with the White Earth Forestry department all forest management projects to ensure there is protection of wildlife habitat and/or creates better habitat with best management practices.
- Work to inform Tribal membership of the status of populations, wildlife habitat improvement projects, changes in annual seasons and limits and of any potential threats of disease that may effect wildlife and humans alike.
- Attend appropriate trainings, meetings, and conferences to learn new and/or improved wildlife management techniques, survey and data collection and wildlife technological advances.

Manages departmental budget in accordance to established policies and procedures to ensure the best use of program funds.

- Directs the efficient use of program funds within the scope of work and ensures they are necessary to carry out job duties.
- Controls spending to ensure guidelines and direction of program.
- Reviews financial statements, budgets, and activity reports to ensure that organization's objectives are achieved.
- Coordinates with Finance personnel to gather reports and statistics as needed.

Supervises assigned staff to ensure internal policies and procedures are followed.

- Directs staff to ensure program objectives are met.
- Trains new and current staff on new procedures.
- Ensures performance reviews are completed in accordance to established policies and procedures.
- Handles grievances in a timely manner.

Established and initiates short and long range goals and recommendations affecting assigned departments or programs to conform with organizational objectives.

- Directs, plans and implements policies and objectives of the organization as they relate to their particular department.
- Monitors and measures ongoing progress for establishing goals.

Directs and oversees all aspects within the assigned department to ensure program objectives are met and scope of work completed.

- Manages departmental objectives in accordance to program guidelines and overall objectives of the organization.
- Reviews departmental performance and effectiveness, formulates programs and/or policies to enhance program objectives or alleviate any deficiencies.
- Complies with applicable local, state, federal, and tribal guidelines.
- Provides technical guidance to tribal staff, tribal members, tribal council and the general public on all matters pertaining to Indian trust lands.

Creates and completes reports to comply with required agencies (internal and external).

- Gathers and compiles required statistics.
- Ensures accurate and complete information is contained in reports.

Communicates with internal and external sources to ensure program and organization is represented in a professional manner.

- Maintains good rapport with staff, organizational employees and external sources including tribal, local, state and federal representatives.
- Act as liaisons between on-site managers or tenants and owners.
- Confer regularly with community members to ensure their needs are being met.

**Performs other duties and responsibilities as required or assigned.**

**Knowledge, Skills & Abilities:**

- Knowledge of all phases of wildlife management, plus related natural resource departments.

- Knowledge of land usage in maintaining economic recreational, sustenance and traditional use of tribal land, plus inventory and monitoring various species.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Skill in preparing a long-range plan for land management in conjunction with domestic usage and all natural resource departments.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skill in operating a variety of equipment, machinery and tools, observing all safety precautions.
- Ability to communicate with other related agencies, professional personnel, federal and state offices, co-workers, tribal officials and general public.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to maintain accurate records, complete reports and keep current files on-going activities.
- Ability to identify, prepares, and implements a management plan for maximum usage of land, harvest and production.
- Ability to organize work efficiently and to supervise a minimal number of staff, sometimes working odd hours of the day.
- Ability to communicate effectively, both orally and in writing.

**Qualifications:**

- Bachelor's degree in agriculture, biology, or related field and five (5) years or more year experience in agriculture/horticulture wetlands or equivalent combination of education or five (5) or more years' experience in higher level administration, or supervision.
- Valid driver's license and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send applications to: White Earth Tribal Council  
Attn: Personnel  
P.O. Box 418  
White Earth, MN 56591

Download Applications: [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native American Preference  
A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.  
Background Checks performed*

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**P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-4646 | Fax (218) 983-4343**