



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Natural Resource Technician II - Data Tech
SUPERVISOR: Habitat Manager
LOCATION: Tribal Natural Resource Department
POST DATE: March 3, 2026
CLOSING DATE: March 17, 2026

General Description: The primary responsibility of this position is to complete Natural Resource data projects assigned by the supervisor. This position will support and carry out projects within the Wildlife and Habitat, Great Lakes Restoration Initiative, Water Resources, Forestry, and Wildlife Management programs.

Qualifications: Bachelor's degree in Business Administration, Information Systems or Computer Science or four years of related experience; or Bachelor's degree in Biological Science, Wildlife Management, Ecology, or four years' experience in a related field preferred. All applicants must show an understanding of Traditional Ecological Knowledge (TEK) and how to incorporate this knowledge in developing Natural Resource Management plans and practices. Must show experience or knowledge of Tribal Governments.

Salary: \$20.00-\$22.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Natural Resource Technician II - Data Tech

B. DEPARTMENT: Tribal Natural Resource Department

C. SUPERVISOR'S TITLE: Habitat Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of the Natural Resource Technician II is to complete natural resource data projects assigned by the supervisor. This position will support and carry out projects within the Wildlife and Habitat, Great Lakes Restoration Initiative, Water Resources, Forestry, and Wildlife Management programs. When not engaged in data entry or data management tasks, the position will involve hands-on, field-based work that is action and results-oriented. This role provides the opportunity to directly contribute to the health and well-being. Specific responsibilities include but are not limited to the following:

1. Develop the Lac du Flambeau Tribal Natural Resource Department's capacity to comply with all aspects of the Great Lakes Restoration Initiative (GLRI), Circle of Flight (COF) & Climate Resilience programs.
2. Assemble, organize, and prepare documents, materials, and data for digital entry and reporting.
3. Convert paper documents and voice recordings into accurate digital formats.
4. Review all documents and data for accuracy and completeness; promptly notify supervisor of errors and discrepancies.
5. Enter written and field-collected data into digital databases, spreadsheets, and other organizational systems.
6. Create, manage, and export spreadsheets, documents, and data reports as required.
7. Review new and existing datasets to identify errors, inconsistencies, or missing information.
8. Sort and categorize data to ensure efficient retrieval and streamlined searches.
9. Generate reports based on data entry, surveys, and database queries.
10. Communicate with team members to coordinate data needs, compare datasets, and ensure consistency across all programs.
11. Conduct wildlife and ecological surveys on the reservation, including wolf and bat surveys, with occasional night and weekend work as required.
12. Use GPS and GIS tools to create and maintain databases for evaluating restoration activities.
13. Assist with Powell Marsh maintenance, including habitat and infrastructure upkeep.
14. Perform aquatic and terrestrial invasive species removal activities.
15. Conduct maintenance on ecological and restoration projects.
16. Operate and maintain heavy equipment in support of field and restoration work.
17. Attend Wildlife, GLRI, Climate Resiliency, and Circle of Flight-related meetings, as needed.
18. Participate in relevant trainings, which may require travel.

19. Complete all required reports accurately and on time.
20. Assist other Natural Resource Programs upon request, and as schedule permits.
21. Perform other related duties as assigned by the Wildlife and Habitat Program Manager.

E. POSITION RELATIONSHIPS:

1. **Internal:** Contact with Natural Resource staff, Tribal Council, and Tribal Membership
2. **External:** Contact between Tribal, Federal, State, and private sector.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently with supervision from Habitat Manager and Natural Resource Technician III.

H. EDUCATION: Bachelor's degree in Business Administration, Information Systems or Computer Science or four years of related experience; or Bachelor's degree in Biological Science, Wildlife Management, Ecology, or four years' experience in a related field preferred.

I. EXPERIENCE: Four years related experience in Business Administration, Information Systems, Computer Science, Biological Science, Wildlife Management, Ecology. Must show an understanding of Traditional Ecological Knowledge (TEK) and how to incorporate this knowledge in developing Natural Resource Management plans and practices. Must show experience or knowledge of Tribal Governments. Must have experience using lawn mower, tractor and chainsaw. Operation of boat, motor cone etc. will be necessary at times.

J. SKILLS:

Computer/Technology Skills:

1. Computer skills including word processing and spreadsheets are required.
2. Creating of data sheets, information spreadsheets required
3. GPS skills required.

Oral and writing skills:

1. Must be able to read, analyze and understand technical procedures, professional journals, and governmental regulations.
2. Must be able to give oral and written reports to the public, tribal government, etc.
3. Ability to answer questions and meet deadlines.
4. Ability to solve problems and follow instructions in written and oral form.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Part time in office setting; part time outdoors conducting field work in all types of weather, and at night. Travel will also be required, including extended overnight stays to attend training and meetings.
2. **Exposure to Hazards:** Wildlife and other outdoor dangers.
3. **Physical Requirements:** Stand, sit, reach, walk, hike steep slopes. Be able to lift or move 20-50 pounds.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Natural Resource Technician II – Data Tech to

perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

_____	_____
Employee	Date
<u>Previously signed</u>	
Tribal Administrator	Date

_____	_____
Manager	Date
<u>Previously signed</u>	
Human Resource Director	Date