



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	General Ranch Manager
Department:	Delaware Tribe Ranch LLC
Employment Status:	Regular
Class:	Full-Time plus Housing & other benefits
Location:	Sedan, KS (primary); occasional reporting to HQ in Bartlesville, OK
Immediate Supervisor:	Delaware Tribe Ranch Board

GENERAL DESCRIPTION:

The Ranch Manager is primarily responsible for carrying out the day-to-day operations of the of the Delaware Tribe Ranch. The Ranch Manager shall also be the primary supervisory authority over all subordinate ranch personnel. This is a Salary position and sometimes may require travel, or occasional overtime on evenings and/or weekends.

QUALIFICATIONS:

- Must be at least 21 years of age.
- No prior felony convictions. No misdemeanor convictions within one year of application date. No convictions for any crime involving domestic violence, sexual assault, dishonesty, or fraud. No pending criminal charges.
- Minimum 5 years ranching experience or agricultural equivalent.

- Must possess extensive knowledge of feeding, working, and doctoring cattle.
- Working knowledge of sheep, goats, and/or buffalo preferred, but not required.
- Knowledge of best grass management practices, including rotational grazing and weed control management required.
- Must be able to carry out the physical demands of hands-on ranching labor.
- Must be self-motivated, honest, hardworking, and able to work well with others.
- Requires a high level of personal integrity and ethics
- Requires a high level of problem solving, organization skills, and must be a self-starter
- Requires good interpersonal, communication, and teamwork skills
- Ability to pass a criminal background check and drug screening

DUTIES AND RESPONSIBILITIES:

- Carrying out all day-to- day ranch operations of the Delaware Tribe Ranch.
- Feeding, doctoring, working cattle and checking cattle daily.
- Repairing and maintaining all fences/gates and keeping all facilities/equipment in good working order.
- Overseeing all subordinate ranch personnel.
- Maintaining a working relationship with hunters who may lease the property and other contractors hired to maintain or do work on the Delaware Tribe Ranch.
- Supervising visitors to the Delaware Tribe Ranch and providing ranch tours as necessary.
- Providing written and oral reports to the Tribal Council and Delaware Tribe Ranch Board.
- Keeping accurate and up to date cattle, equipment, and expenditure records and reports to provide to the Tribal Council and Delaware Tribe Ranch Board.
- Assisting the Delaware Tribe Ranch Board in preparing an annual business report and budget.
- Attending monthly Delaware Tribe Ranch Board meetings to report and discuss ranch operations.
- Other duties as assigned by the Delaware Tribe Ranch Board.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.