



InterTribal Buffalo Council  
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www.ITBCBuffaloNation.org

**POSITION DESCRIPTION:** Medano Buffalo Herd Manager

**CLASSIFICATION:** Professional-Exempt, Contract-Funded Position (subject to contract with outside agency)

**POSITION DESCRIPTION:**

The Medano Herd Manager is the primary individual responsible for overseeing the buffalo herd at the Zapata Ranch Preserve in southcentral Colorado, in close collaboration with The Nature Conservancy (TNC).

**PRIMARY RESPONSIBILITIES:**

- Develops, implements, and updates a buffalo herd management plan in coordination with ITBC's Executive Director, and Board, TNC, and state and federal agency personnel, while ensuring the management plan and related projects are achieved in a manner consistent with the shared goals, objectives, and permit restrictions of the parties.
- Advises and updates the ITBC Executive Director and Technical Services Coordinator, and TNC on Medano buffalo herd management and conservation matters.
- The herd manager will work closely with TNC's Zapata Ranch Preserve Manager on all buffalo operations planning, recommendations, and for coordinating buffalo retrievals and roundups.
- Implements policies, procedures, and actions to monitor, protect, and improve herd health and viability, including, as needed, winter feeding, attention to sick or injured animals, monitoring of pregnant cows and newborn calves, herd genetics management, low-stress handling techniques, veterinary services, other research opportunities, and retrievals of escaped animals.
- Responsible for annual health checks of individual animals and administering, recording, and updating vaccinations and medications, as appropriate.
- Keeps current on herd management and monitoring recommendations, low-stress handling techniques, ecological land management practices, research, and other farm/ranch management techniques by attending assigned training.
- Responsible for acquiring, fabricating, maintaining, repairing, and storing various equipment, materials, and supplies used for the buffalo herd program, including vehicle, vaccination and veterinary supplies, corral infrastructure, road maintenance, fencing and other equipment supplies, feed, tools, signs, and personal computers.

- Maintains and repairs fences, gates, corrals, chutes, and other facilities utilized by the Medano herd buffalo program.
- Operates within ITBC Board and TNC approved Medano herd program budget and established ITBC financial guidelines and advises Executive Director on any budgetary needs.
- Presents updates and written progress reports for approval by the Executive Director and ITBC Board, to be shared with TNC about buffalo activities and projects.
- Responsible for grassland and shrubland health and resilience (e.g., ecological and climate monitoring, herd size recommendation, etc.), to ensure sustainable growth and forage for animals in coordination with TNC's Preserve Manager.
- Responsible for the loading/unloading and transporting of buffalo (including coordinating veterinary shipping and disease requirements) for buffalo cultural harvests, supplementing or establishing other herds, reducing surplus animals, and other needs in coordination with TNC.
- Maintains positive working relations with ITBC member Tribes, other Tribal members, scientists, veterinarians, and a range of audiences and visitors related to Medano buffalo herd engagement, in partnership with TNC's Tribal and Indigenous engagement program.
- Utilizes spreadsheets and word processing programs to analyze data, create reports, and archive information.
- Travel will be required at up to 50% of the time.
- **Other duties as assigned.**

### **EDUCATION AND SKILLS REQUIREMENTS**

Must have a High School Diploma or Equivalent

Experience completing tasks with little supervision, clear communication, and with respect to timeline(s).

Must have 2 years of experience in livestock and/or buffalo management, including livestock handling, nutrition, vaccination, breeding, calving, euthanizing, and transporting.

Must have a working knowledge of farm equipment operation, including tractors, tractor attachments, fencing, water and irrigation infrastructure, hydraulic and electrical systems, welding, etc.

Experience operating and maintaining various types of equipment in a safe and efficient manner (e.g., 4-wheel drive vehicles, motorbikes, tractors, ATV/ UTVs, or similar equipment).

Must have general computer knowledge of programs such as email, Word, and Excel.

Must have a valid driver's License for the state of residency and be insured under the ITBC vehicle insurance policy.

Must pass a thorough criminal history background check and pre-employment drug test.

**SUPERVISED BY:**

Reports directly to the ITBC Technical Services Coordinator.

**SALARY:**

Salary dependent upon experience, starting at \$28.60 per hour. On-site housing is provided.

*\*\*\*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, for employment.*

