Santee Sioux Nation

TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Andrea McBride
Hobu Creek Dist. Rep.: Byron Tuttle
Howe Creek Dist. Rep.: Carrie Rouillard

425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219
Phone: (402) 857-2302
Fax: (402) 857-2367
Santee Dist. Rep.: Vietta Swalley
Bazile Creek Dist. Rep.: Sandra Henry

VACANCY ANNOUNCEMENT

Position:	Buffalo Herd Manager
Department:	SSN Buffalo Program
Supervisor:	SSN Buffalo Herd Director
Classification:	NON-EXEMPT
Status:	FTE 40 HOURS PER WEEK, PERMANENT
Supervisory:	NO
Salary:	$18.00 - $21.00 DOQ
Posted:	10/19/2026 – 11/02/2026

GENERAL OVERVIEW:
Job Summary:

• **Intertribal Buffalo Herd Manager Position Purpose:** To manage and oversee the Santee Sioux Nation Intertribal Buffalo Herd Program through the responsible stewardship, restoration, conservation, and management of the Nation's buffalo herd. The Buffalo Herd Manager shall ensure the health, safety, and sustainability of the herd while preserving the cultural, spiritual, ecological, educational, and economic values of the buffalo for present and future generations. The position promotes buffalo restoration efforts consistent with Tribal traditions, the mission of the Santee Sioux Nation, and recognized buffalo management practices utilized by Tribal buffalo programs.

• **Program Management:** Plan, organize, coordinate, and supervise all daily buffalo herd operations. Develop long-term herd management plans, oversee breeding, genetics, nutrition, grazing management, pasture rotation, herd inventories, range improvements, and buffalo handling activities. Coordinate with veterinarians, wildlife professionals, federal and state agencies, and organizations such as the InterTribal Buffalo Council to ensure best management practices and regulatory compliance.

• **Facilities, Equipment & Infrastructure:** Maintain buffalo handling facilities, fencing, corrals, gates, loading systems, water systems, equipment, trailers, tractors, feed storage areas, and related infrastructure. Coordinate routine maintenance, repairs, inspections, and capital improvements necessary for safe and effective buffalo management.

• **Natural Resource Stewardship:** Promote responsible stewardship of Tribal grasslands through range monitoring, habitat improvement, invasive species management, pasture

restoration, erosion control, water resource protection, and sustainable grazing practices that support healthy buffalo populations and healthy prairie ecosystems.

• Administrative Management & Program Oversight: Manage administrative planning, program budgets, purchasing, expenditure tracking, inventories, contracts, correspondence, and operational records. Prepare timely monthly, quarterly, and annual reports; coordinate with Tribal Administration, Finance, Human Resources, and partner agencies; and recommend long-term program improvements and resource needs.

• Grant Research, Development & Management: Actively research federal, state, Tribal, nonprofit, and private funding opportunities for buffalo restoration, conservation, agriculture, and cultural preservation. Develop funding proposals, project narratives, budgets, supporting documentation, and measurable objectives; coordinate applications and approvals; monitor grant requirements, expenditures, deadlines, compliance, and progress reporting in cooperation with appropriate Tribal departments.

Key Skills & Attributes

- Ability to prioritize competing tasks efficiently and meet deadlines.
- Cultural sensitivity to and experience with Dakota culture, values, language and lifestyles.
- Dependable and punctual.
- Excellent time management skills.
- Highly organized and detail oriented.
- Respect for confidentiality and adherence to proper protocols for handling sensitive information
- Strong interpersonal skills and the ability to build relationships.
- Must be willing to travel for training.
- Ability to prioritize competing tasks efficiently and meet deadlines.
- Cultural sensitivity to and experience with Dakota culture, values, language, traditions, and buffalo teachings.
- Knowledge of buffalo behavior, livestock handling, pasture management, range conservation, and wildlife management principles.
- Strong leadership and supervisory abilities.
- Excellent organizational and recordkeeping skills.
- Dependable and punctual.
- Excellent time management skills.
- Highly organized and detail oriented.
- Respect for confidentiality and adherence to proper protocols.
- Strong interpersonal and communication skills.
- Ability to safely operate trucks, trailers, tractors, skid loaders, UTVs, ATVs, and agricultural equipment.
- Must be willing to travel for training, conferences, and herd management activities.
- Extensive practical knowledge of buffalo management, ranching, agricultural operations, and natural resource stewardship.
- Strong administrative skills in budgeting, purchasing, financial tracking, recordkeeping, program reporting, and strategic planning.
- Demonstrated ability to research grants, develop proposals and budgets, and manage grant documentation and reporting.

- Ability to independently manage complex field and administrative responsibilities and exercise sound judgment in emergencies.

Standard of Performance:

- Attend mandated training and obtain required certifications
- Perform high quality work
- Maintain good relationships
- Show initiative and dependability on the job
- Maintain client confidentiality
- Practice cultural humility in work with tribal people, families and communities
- Maintain healthy, sustainable buffalo herds.
- Demonstrate safe animal handling practices.
- Maintain accurate herd, health, inventory, and maintenance records.
- Protect Tribal property, facilities, and equipment.
- Maintain productive relationships with Tribal leadership, community members, partner organizations, and regulatory agencies.
- Demonstrate initiative, dependability, and sound judgment.
- Practice cultural humility while preserving the sacred relationship between the Dakota people and the buffalo.
- Maintain accurate and timely administrative, financial, operational, and grant-related records and reports.
- Demonstrate responsible stewardship of Tribal funds, property, and equipment and meet applicable grant and policy requirements.
- Proactively identify funding opportunities and assist with competitive grant proposals and program sustainability planning.

Conditions of Employment:

1. Adhere to the Drug and Alcohol polices of the Santee Sioux Nation
2. Selectee is required to submit to finger printing for investigative background purposes. Under PL 101-630 Indian Child and Family Violence Protection Act persons who have been arrested for or charged with a crime involving a child or violent crime against a person, are not eligible for employment with the **Santee Sioux Nation.**
3. Adhere to the Drug and Alcohol Policies of the Santee Sioux Nation.
4. Successfully complete all required criminal background investigations.
5. Maintain a valid driver's license and remain insurable.
6. Successfully complete all required safety certifications and training.
7. Ability to work weekends, holidays, evenings, and emergency situations when required for herd management.
8. 8. Must be able to perform strenuous outdoor work in extreme heat, subzero temperatures, snow, ice, high winds, rain, mud, and other adverse conditions.
9. 9. Must be able to work safely in remote pastures and on uneven terrain around large unpredictable animals and heavy agricultural equipment.
10. 10. Must be available for emergency herd care, fencing or water system failures, and severe weather response.

11. 11. Must have the endurance and judgment to perform essential physical duties safely, with or without reasonable accommodation.

Program Specific Qualifications Required (KSA):

- Minimum five (5) years of progressively responsible experience in buffalo herd management, livestock operations, ranching, agriculture, wildlife management, natural resources, or related operations, including substantial hands-on and operational or program management responsibilities. An Associate degree or higher in Agriculture, Animal Science, Range Management, Wildlife Management, Natural Resources, Business Administration, or a related field is preferred; extensive relevant professional experience and traditional knowledge may be considered in lieu of formal education.
- Demonstrated knowledge of buffalo biology, herd health, nutrition, breeding, genetics, pasture management, fencing systems, and livestock equipment.
- Knowledge of Tribal buffalo restoration, conservation, and cultural stewardship principles.
- Ability to develop herd management plans, maintain records, prepare reports, and coordinate program activities.
- Ability to communicate effectively both orally and in writing.
- Working knowledge of Microsoft Office Suite and applicable record management software.
- Ability to safely operate heavy equipment, trucks, trailers, tractors, and agricultural implements.
- Current valid driver's license and ability to obtain any required certifications necessary to perform the duties of the position.
- Ability to establish productive working relationships with Tribal leadership, community members, the InterTribal Buffalo Council, federal agencies, state agencies, universities, and conservation partners.
- Demonstrated experience in program administration, operational planning, budget development, purchasing, financial tracking, and preparation of professional reports.
- Working knowledge of grant research, funding development, grant proposals, grant budgets, reporting requirements, and grant compliance.
- Demonstrated ability to exercise independent judgment, manage multiple priorities, and respond effectively to field and operational emergencies.

Basic SSN Qualifications:

- Dedication to the goals of the Santee Sioux Nation
- Minimum five (5) years of progressively responsible, directly related professional experience, including demonstrated operational, administrative, or program management responsibilities. This experienced management position requires established knowledge and independent judgment; a college degree is preferred, but extensive relevant professional experience and traditional knowledge may be considered in lieu of formal education.
- Experience working with American Indians and/or Alaska Natives.

- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Ability to learn fast and solve unique challenges.
- Competency in Microsoft Word, Excel and PowerPoint.
- Technical skills in online technology such as G Suite, Zoom, etc.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.
- Must be self-motivated and show initiative in working without close direct supervision.
- Ability to maintain confidentiality.
- Must have a valid driver's license and be insurable.
- Subject to Motor Vehicle and Criminal Background checks.
- Drug free. Drug testing required.

SSN Benefit Package:

- **Weekly PTO Accrual, "beginning" at 4 hours per week**
- **401(k) Opportunity, 3% Match**
- **Health Insurance - FEHB, Health Care Benefit Option**
- **Educational Leave Program for the Nebraska Indian Community College**
- **Paid Holidays, including Tribal observances**
- **Qualifying Retention Bonus's**
- **Qualifying Bereavement Leave**
- **Professional Development Opportunities**
- **In-house Savings plan (financial support)**

EMPLOYMENT CONDITIONS:
The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming "Indian Preference" Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN'S PREFERENCE: Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming "Veteran's Preference" Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions:

1. Satisfactory results of an extensive background checks- personal are required to submit to an initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations.

2. Retain a valid driver's license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver's license and personal vehicle insurance must be maintained on file with the manager & Office of Human Resources.

3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

APPLICATION INSTRUCTIONS:

**YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.

**ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION.

APPLICATION PROCEDURES:
***2 forms of identification**
***Current working contact number**
***Completed application (partially completed not accepted)**
***Release of Information form completed**

Submit applications and resumes to the following address:

Santee Sioux Nation, Office of Human Resources
Attention: Sidney A. Tuttle, Sr., HRD
425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219

_____ _____

APPROVED **DATE**