



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Farm and Ranch Manager	Department: Natural Resource Department
Opening date: 02/14/25	Closing date: 02/28/25
# of vacancies: 1	Location: Verden, Oklahoma

POSITION DETAILS:

Status: Full-time	Reports to: Department Coordinator & Director
Classification: Non-Exempt	Salary Range: \$18.00 per hour - \$22.00 per hour
Division: Tribal Operations	

JOB SUMMARY:

The Farm and Ranch Manager is responsible for overseeing all aspects of the Kiowa Tribe's Farm and Ranch Program, including livestock management, crop production, equipment operation, and facility maintenance. This position will supervise ranch hands, manage the department's roll-off dump bins, and coordinate the transportation of waste to designated disposal facilities using a dually truck. The Farm and Ranch Manager will ensure that all operations align with tribal, environmental, and agricultural best practices while optimizing sustainability and efficiency.

RESPONSIBILITIES:

- Oversee daily farm and ranch operations, including livestock care, crop cultivation, land management, and equipment maintenance.
- Supervise and direct ranch hands in carrying out assigned tasks, ensuring efficiency and productivity.
- Manage and oversee the operation, scheduling, and transportation of the department's roll-off dump bins, ensuring proper waste disposal at designated dump facilities.
- Train ranch hands on equipment operations, livestock handling, safety protocols, and waste management procedures.
- Maintain and repair farm and ranch infrastructure, including barns, fences, irrigation systems, and equipment.
- Develop and implement grazing plans, crop rotation schedules, and land use strategies to improve efficiency and sustainability.
- Ensure compliance with all tribal, state, and federal agricultural regulations.
- Monitor livestock health, administer vaccinations as needed, and coordinate veterinary care when necessary.
- Keep detailed records of farm and ranch activities, including livestock counts, and crop yields, equipment maintenance, and waste disposal logs.
- Coordinate with tribal leadership, environmental programs, and funding agencies to align agricultural operations with broader tribal goals.
- Oversee budgeting and financial planning for farm and ranch operations, including grant management when applicable.
- Represent the Farm and Ranch Program at tribal meetings, agricultural conferences, and community outreach events.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

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QUALIFICATIONS: Associates or Bachelors degree in Agriculture, Animal Science, Land Management, or a related field (or equivalent work experience). Minimum of three (3) years of experience in farm and ranch operations, including livestock management, equipment operation, and land use planning. Previous supervisory experience preferred. Experience operating and maintaining heavy equipment (tractors, skid steers, fencing tools, etc.). Ability to drive dually truck and haul roll-off dump bins (CDL preferred but not required). Strong understanding of waste management, agricultural best practices, and sustainability initiatives. Excellent leadership, communication, and organizational skills.

REQUIREMENTS: Must possess a valid driver's license (CDL preferred but not required) and be insurable under the Kiowa Tribe's motor vehicle insurance.

Must be willing to submit to and pass a background investigation which displays a good moral character. Must be willing to submit to and pass drug testing.

Must be able to lift at least 50 lbs. and perform physically demanding tasks.

Willingness to work early mornings, weekends, and holidays as needed.

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