

JOB OPENING ANNOUNCEMENT

Job Title: Ranch Manager

Report To: Farm & Ranch Supervisor

Department: Agriculture

Job Vacancy: YAN-26-29

Status: Full-Time/Exempt

Starting Wage: DOE

Opening Date: 2-17-2026

Closing Date: Until Filled

POSITION DESCRIPTION:

The Ranch Manager is responsible for planning and coordinating, and for the care of livestock and equipment or for supervising other ranch operations of comparable level of difficulty.

QUALIFICATIONS:

- High School Diploma or GED, plus Certification in one or more trades preferred.
- Must be able to make Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Must be able to manage cattle and livestock and grazing laws.
- Must be able to keep records of time, production and costs, and to make reports and recommendations for improvement in methods and equipment.
- Must have a valid Arizona Driver License and be insurable with the Yavapai-Apache Nation's Insurance Policy and maintain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Train workers in animal care procedures, maintenance duties, and safety precautions.
- Assign tasks such as feeding and treatment of animals, and cleaning and maintenance of animal quarters.
- Observe animals for signs of illness, injury, or unusual behavior; notifying veterinarians or managers as warranted.
- Monitor animal care, maintenance, or breeding; or packing and transfer activities to ensure work is done correctly.
- Works directly with the Forest Service on and abide by all livestock laws/permits, and Allotment Regulations.
- Transport or arrange for transport of animals, equipment, food, animal feed, and other supplies to and from worksites and to Livestock Auction.
- Submits all reports on time, equipment, materials, and production; keeps records and prepares estimates of needs.
- Maintains a positive working relationship with other Tribal departments.
- Accomplishes other job-related duties as assigned.

Physical Requirements:

The employee must be able to work in all types of climates, both indoors and outdoors. Work may be performed in adverse weather and environment condition. Work may be performed from ladders or scaffolding, and possibly in hazardous atmospheres. Employee is subject to shift work, may work alone. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of a construction type setting but is normally typical of an office environment. While performing duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to fingers, handle or operate objects, tools or controls; and reach with hands and arms.

Physical demands include but are not limited to standing, crouching, climbing stairs and ladders, reading, twisting, repetitive motion and lifting.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**