



**Job Title:** Environmental Biologist and Planner  
**Department:** Natural Resources  
**Reports to:** Natural Resources Director  
**FLSA Status:** Exempt  
**Salary Grade:** \$76,336.00 – \$114,504.00  
**Location:** Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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#### **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Natural Resources Director, the Environmental Biologist and Planner leads environmental planning, monitoring, and compliance for Coquille Indian Tribe (CIT) projects and programs, as well as those of others potentially impacting CIT interests. The position coordinates with outside organizations and agencies regarding their projects and CIT impact. Supports NRD grant writing activities, and fisheries, wildlife, and forestry activities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for developing environmental standards (e.g., water quality), monitoring and evaluation plans with specific goals, objectives, and tasks.
2. Provide oversight and direction for the collection, analysis, and interpretation, and reporting of all monitoring, evaluation, and survey data.
3. Plans, schedules, and assigns work to ~~Biological~~ Environmental and Water Specialist and Environmental Technician . Establishes guidelines and performance expectations for staff members; reviews work, provides feedback, and evaluates employee performance. Provides advice, counsel, and/or instruction to staff members. Assists with disciplinary measures as necessary.
4. Plan, assign, and conduct environmental and biological surveys assessing the following: water quality, species composition, population dynamics, and habitat type/quality/quantity, stream periodicity determinations on trust and fee forest lands, riparian habitat surveys, logging unit layout assistance, culvert inventories, placement and retrieval of water quality/quantity monitors, backpack electrofishing.
5. Secures additional funding and grant monies for continuation and expansion of NRD programs and services. Ensures compliance with all funding requirements. Prepares and presents reports on the status, activities, and plans for current and future operations.
6. Assists with management and implementation of budgetary processes.
7. . Initiates and coordinates the development and production of environmental documents. Coordinates with other CIT departments and federal agencies to complete environmental analyses and ensure compliance with National Environmental Policy Act (NEPA), Indian Trust Asset Reform Act, and HEARTH Act. This
8. Coordinates with outside watershed organizations, soil and water conservation districts, and other agencies for habitat and fishery improvements. Leads, coordinates, and assists with creation, revision, and update of fisheries, wildlife, forestry, and watershed management plans.

9. Performs endangered species and Tribally important species management and evaluation to determine potential impacts by Tribal and outside organization projects.
10. Participates on multi-jurisdictional governmental and non-profit entity boards, committees, workgroups, and councils engaged in collaborative natural resources management projects and programs.
11. Provides biological expertise to Tribal executive and legal staff for developing and maintaining formal inter-governmental agreements; government-to-government consultations; and communications protocols between CIT and federal and state agencies and other tribes in the area of biological and environmental services. Assists with development of Tribal policies and ordinances.
12. Provides technical assistance to other CIT departments, programs, and committees.
13. Answers hunting, fishing, and other natural resource gathering questions from Tribal members.
14. Supports fish and wildlife co-management activities.
15. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

#### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movements of the wrists, hands, and/or fingers, frequent standing, sitting, and walking, climbing or balancing, stooping, kneeling, crouching, or crawling. The physical ability to drive vehicles, with either standard or automatic transmissions, for up to 2 hours or more per day. The physical ability to frequently carry up to and including 25 pounds of weight for distances of up to 2 miles in various weather conditions and across various surfaces. The physical ability to occasionally lift up to and including 50 pounds of weight between the floor and the waist. This weight will be constituted by the following items, but not limited to, equipment, tools, etc. Work is generally performed in an office setting and outdoor environment. Work may be performed on uneven surfaces. Occasional evening and weekend work are required. Work involves occasional exposure to hazardous materials, excessive noise, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Work occasionally takes place near moving equipment/machinery and requires the use of protective clothing, equipment, devices, and materials. Requires ability to work outdoors in all temperatures and weather conditions.

Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

4. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
5. Working knowledge of federal and state regulations and policies applicable to management of Indian trust lands and natural resources a plus (i.e., those associated with the Environmental Protection Agency, Endangered Species Act, Oregon Forest Plan, National Environmental Policy Act, Northwest Forest Plan, National Historic Preservation Act, etc.).
6. Knowledge of federal agency administrative and regulatory policies (e.g. Bureau of Land Management, Forest Service, etc.).
7. Knowledge and skill in performing department-level administrative functions, including personnel and budget management, procurement, preparation and administration of contracts, grants and agreements and program evaluation and reporting.
8. Working knowledge in federal/state agency relations; familiarity and experience with Oregon south coast fisheries issues; and ability to work independently to accomplish work within established goals and timelines.
9. Demonstrable experience producing biological surveys, study designs and reports.
10. Ability to maintain effective working relationships with outside governmental officials, administrative and granting agencies.
11. Knowledge and experience with GIS and GPS software and data collection.
12. Knowledge of natural and cultural resources.
13. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
14. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.

#### **QUALIFICATIONS**

1. Bachelor's degree in Environmental or Biological Sciences, Fisheries and Wildlife Science or a related scientific field; with a minimum of four (4) years of field experience and/or investigative research and analysis experience.
2. Demonstrable understanding of Pacific Northwest fisheries, wildlife, and environmental issues required.
3. Experience in federal/state agency relations; familiarity and experience with Oregon South Coast natural resources issues required.
4. Experience with NEPA, ESA, CWA, and other state and federal environmental law and regulation, and producing documents necessary to comply with those laws and regulations.
5. Demonstrable experience producing biological surveys, study designs and reports required.
6. Previous budget and grant management experience.
7. A combination of formal education, training, and related work experience will be considered.
8. Must be able to communicate effectively in public situations; must have excellent speaking, writing and statistical analysis skills, and be able to develop plans, grant proposals and agreements.
9. Current and valid Oregon driver's license in good standing is required.
10. First Aid/CPR certification required or ability to obtain within 90 days of employment.
11. NEPA training courses required or ability to complete within 90 days of employment.
12. Oregon ATV card required or ability to obtain within 90 days of employment.
13. Working knowledge of Bureau of Indian Affairs (BIA) policies and operations as they relate to the interaction between the Bureau and the Tribe preferred.
14. General knowledge of Tribal governments, the concepts of Tribal sovereignty and federal trust responsibility and Tribal ordinances and policies affecting natural resources management a plus.
15. Previous supervisory experience preferred.