

COQUILLE INDIAN TRIBE

Job Title: Fisheries and Wildlife Biologist
Department: Natural Resources Office (NRO)
Reports to: Senior Fisheries Biologist OR Senior Wildlife Biologist
LSA Status: Non-Exempt – Full Time
Salary Grade: \$28.73 - \$39.23
Location: Coos Bay, Oregon

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.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Senior Fisheries Biologist, Senior Wildlife Biologist OR the Executive Director of Natural Resources the position will coordinate all aspects of the CIT subsistence and ceremonial harvest program, and; support all aspects of fish and wildlife co-management implemented by the Natural Resources Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Support Cooperative Fish and Wildlife Management MOA implementation.
 - a. Lead the development of Subsistence and Ceremonial Harvest programs, including preparation for and participation in internal tribal and tribal/state annual, seasonal, and ad hoc meetings for setting harvest areas and limits, developing annual harvest regulations, and managing harvest program in-season.
 - b. Lead development of annual harvest regulation and tagging documents for publication to tribal community, distributing information to tribal members, assist with developing other supporting programs for tribal members.
 - c. Lead coordination with Communications Department staff in developing and disseminating harvest program information to tribal community.
 - d. Lead development of harvest reporting systems and annual compilation and analysis of harvest report information.
 - e. Coordinate with state fish and tribal harvest managers with concurrent harvest management jurisdiction in MOA geographic area.
2. Assist with all aspects of CIT Co-Management of fish and wildlife resources field work, including electrofishing, broodstock collection and spawning, securing biological samples from tribal member harvesters, spawning ground surveys, terrestrial and aquatic habitat surveys and assessments and other similar activities.
3. Support CIT forest lands management activities such as stream periodicity, aspects of layout related to conservation of fish and wildlife habitat.
4. Attend watershed planning meetings across 5-County CIT Cooperative Management Area.
5. Collect and process GPS data.
6. Other duties as assigned.

The above statements reflect the general duties considered necessary to perform 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

The physical ability to stand, sit or walk frequently. 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 use both hands for frequent fingering and occasional simple grasping. 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 rarely carry over 25 pounds of weight for distances up to 50 feet 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 them: equipment, tools, firefighting tools, etc. The physical ability to work on uneven surfaces continuously. The physical ability to work outdoors in all temperatures and weather conditions. The physical ability to work around loud and constant noise continuously. The physical ability to tolerate required personal protective equipment such as safety/fire boots, work gloves, safety glasses, ear protection, safety vests, hard hats and face shields. Must be able to swim and to snorkel dive.

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, written, and electronic 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 communicate effectively with the public (Tribal and non-tribal) for cooperative management MOA implementation, public outreach and volunteer outreach purposes.
4. Ability to advocate effectively with state and federal fish and wildlife agencies for expanded access to fish and wildlife resources for subsistence and ceremonial purposes.
5. Knowledge of Pacific Northwest plant, fish, and wildlife species.
6. Knowledge in designing and implementing fish habitat and population surveys.
7. Knowledge in designing and implementing wildlife habitat and population surveys.
8. Knowledge in methods of forestry measurements.
9. Knowledge in principles of sustainable fish and wildlife harvest management.
10. Ability to interpret and communicate biological data, including the ability to generate reports and presentations.
11. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
12. Ability to make decisions independently in accordance with established policy and procedures.
13. Ability to use judgment and discretion in carrying out instructions furnished in written, oral, or diagram form.
14. Ability to read and interpret maps, aerial photos, property descriptions, charts, diagrams and graphs.
15. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.

16. Knowledge and experience with GIS and GPS software and data collection
17. Ability to learn procedures for the analysis of samples and to demonstrate good sampling and field monitoring techniques.
18. Knowledge of natural and cultural resources, experience with cultural resources monitoring
19. Knowledge of Tribal governments and culture.
20. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
21. Ability to work with mathematical concepts such as basic arithmetic and apply concepts such as fractions, percentages, ratios, and proportions.

MINIMUM QUALIFICATIONS

1. A Bachelor of Science degree in fisheries, wildlife, or closely related biological sciences related field **and** two years of experience in fisheries and/or wildlife programs; **OR**
2. A *minimum* of five years of experience working in fisheries and/or wildlife management programs with a demonstrated progression of expanding field and administrative skills and responsibilities over time.
3. High level of knowledge of natural resources including fisheries, wildlife, forestry, and water function processes.
4. 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 Indian Trust Asset Management Act, the National Indian Forest Resources Management Act, 25 CFR, Endangered Species Act, Oregon Forest Practices Act, National Environmental Policy Act, National Historic Preservation Act, Native American Graves and Repatriation Act, etc.)
5. Working knowledge of State of Oregon laws and regulations pertaining to harvest of fish and wildlife.
6. Proficiency in the use of computer applications used for word processing, spreadsheets, and databases, including Word and Excel.
7. 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.
8. Current and valid first aid, CPR, & AED Certification.
9. Current and valid Oregon ATV Safety Education Card.
10. Oregon Boaters Education Card, trailer hauling experience.
11. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.