



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Quileute Natural Resources Monitoring and Evaluation Fisheries Biologist

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Monitoring and Evaluation Fisheries Biologist**
Supervisor: Quileute Natural Resources, Chief of Fisheries
Location: Quileute Natural Resources
Work Info: Full Time: 40 Hrs./Week (M-F)
Salary: DOQ/E (\$57,000 - \$70,000)

POSITION SUMMARY:

The Monitoring and Evaluation (M&E) Fisheries Biologist serves as a biologist responsible for the collection and preservation of information and long-term monitoring programs for Quileute Tribal (Tribe) important marine and freshwater resources. Duties include monitoring landing data, which involves collecting, tabulating, analyzing, reporting and conducting quality control for all fisheries harvest information. This position will allow the flexibility to develop and implement additional/new M&E of fisheries projects that benefit the Tribe.

This position is also required to formulate all marine and freshwater fisheries regulations for review and approval of the Quileute Natural Resources Committee (QNRC) and Quileute Tribal Council (QTC). This position also requires the applicant to provide technical support to policy necessary for engagement in fisheries forums and Co-Manager discussions, including International Pacific Halibut Commission (IPHC), Pacific Fisheries Management Council (PFMC), North of Falcon (NOF), Pacific Salmon Council (PSC), Northwest Indian Fish Commission (NWIFC), and other relevant fisheries processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Manages landing data for all marine and freshwater tribal fisheries.
- Also monitors fisheries landing data from other Washington Tribal/State fisheries particularly fisheries of interest in the Quileute Usual and Accustomed Area (U&A).
- Produce harvest records and other products from the harvest database for the Tribe and other agencies to meet their various needs.
- Attend various meetings in regards to fisheries management on the Tribe's behalf.
- Analyze and assess technical information related to ocean and marine fisheries, and estuary, freshwater (lake and in river) fisheries in the U&A.
- Compiles and interprets the data into useable forms for all tribal species managed by the Tribe.
- Statistical capacity to review and develop alternative strategies for the Tribe in its fisheries.
- Produces regulations to open and close the Tribe's fisheries.
- Works with the Chief of Fisheries to develop in river models and schedules for harvest of salmon and steelhead.
- Tracks the multiple management processes in which the fisheries are managed such as PFMC, IPHC, PSC and NOF. There are also many other offshoot processes that manage the fisheries with WDFW, NOAA, and other tribes.
- Interact with QNR Director and QNR staff and keep the QNRC informed on all aspects of the Tribe's fisheries, such as catch levels, enforcement issues, interactions with other agencies and negotiations with fisheries agreements.
- Provide technical support to policy representatives regarding fisheries and harvest management.
- Fisheries sampling as time permits for halibut, crab, and salmonids.
- Provide input for negotiation and dispute resolution.
- Other duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES

Skills in:

- Quantitative skills, including experience analyzing data, interpreting results, and selecting appropriate statistical tests.
- Database management.
- Technical writing.
- Verbal and written communication.
- Leadership and organization.

Knowledge of:

- The principles of fisheries harvest management and natural production; methods of biological data collection, interpretation, and presentation.
- Current Northwest salmon stock management practices, with an understanding of State and Tribal relations and history regarding salmon management.
- Computer programming in the “R” computing environment (creating, updating, and running the programming code). Experience with a range of computing environments is desired for this position, to successfully produce the data analyses and writing of reports required.
- Fisheries harvest techniques.

Ability to:

- Design sampling methods and research strategies.
- Organize multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.
- Correctly analyze fisheries management problems.
- Work independently with very little supervision to proactively solve problems.

Experience with:

- Microsoft Access, Microsoft Excel, and Microsoft Word, at an intermediate to advanced level.

WORK ENVIRONMENT:

- Most of the work is conducted in an office environment (95% of the time), but field work may be conducted on rare occasions, if needed.
- Telework is a possibility for this position but would require approval by the supervisor of the position, the Quileute Natural Resources Director, and QTC.

PHYSICAL DEMANDS:

- This position is limited in its physical demands but does require a strong mental capacity to function under stress.
- Field work may include inclement weather, rough water, noise, odors, repetitive movements of hands, finger manipulations, long periods of sitting, squatting, walking, operating a boat with outboard motor, climbing in and out of boats, sampling salmon in a boat, carrying, bending, kneeling, lifting (40 lb. max.), working and standing in a confined space, working with fish blood and slime, slippery surfaces, raingear, personal floatation devices, using knives and other equipment around fish, possible encounters with yellow jackets, and other insects.

SUPERVISORY RESPONSIBILITY:

- Occasional supervision of work crews necessary for fish sampling.

QUALIFICATIONS:

Required Qualifications:

**Closely related qualifying experience may be substituted for the required education on a year-by-year basis.*

- Bachelor's degree in Fisheries or closely related field (may include mathematics if transcript shows 12 hours of fisheries courses) AND three years of professional experience in fish management or fish research, wildlife management or wildlife research, or habitat management or habitat research

Preferred Qualifications:

- Master's degree in fisheries or closely related field (may include mathematics if transcript shows 15 hours of fisheries courses) and one year of professional experience.
- A background in statistical analysis and/or biometrician experience in modeling is preferred.

Please Note:

- A Master's degree or Ph.D will substitute for years of experience.

GENERAL INFORMATION

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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