



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

Chief of Fisheries

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

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

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

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Driver's License
5. Tribal Enrollment Verification
6. Credentials
7. Certification(s)
8. Diploma(s): High School, College
9. Unofficial Transcript(s)
10. Writing Sample(s)

NOTE: *Incomplete applications will not be considered.*

Position: **Chief of Fisheries**
Supervisor: Director of Quileute Natural Resources
Location: La Push, Washington
Work Info: Full Time: 40 Hrs/Week
Salary: \$35.00 - \$45.43/hr.
Closes:

POSITION SUMMARY:

This position Chief of Fisheries (CoF) serves as the leader and supervisor of the Quileute Natural Resources (QNR) Fisheries Technical Team (FRT) and is responsible for the management and performance of the Team; obtaining funding and managing budgets for personnel and research totaling over half a million dollars annually and 8 full time equivalent FRT staff per year. Provides technical expertise, guidance, and leadership for developing methods to assess the abundance, productivity, and spatial distribution of spring Chinook, summer Chinook, fall Chinook, summer coho, fall coho, winter steelhead and sockeye in the Quillayute River basin. CoF provides the Quileute Indian Tribe with the technical information needed to properly manage its fisheries resources. Examples of the technical information include escapement estimates, terminal run sizes and harvest predictions to aid in establishing tribal fisheries for spring, summer and fall Chinook, summer and fall coho and steelhead. The freshwater fish of greatest concern are the various stocks of salmon and steelhead that originate from the Tribe's "usual and accustomed areas". This area is mostly contained within the watershed of the Quillayute River basin. The CoF works with other managers, biologists and technicians within the Technical Services Division of QNR. The QNR is made up of five programs: 1) fisheries services, 2) fish and wildlife enforcement, 3) timber, fish and wildlife / environmental protection, 4) marine sciences/shellfish, and 5) policy and administration. The CoF may be involved in just one program, but is expected to have a background that would enable them to make a valuable contribution to every aspect of QNR activities. As lead QNR fish scientist and staff expert in the Quillayute River basin, provide scientifically defensible analysis and recommendations to QNR Director or policy makers regarding salmon and steelhead management, research studies, fish population status, or other related issues. Disseminate these results in peer-reviewed reports to guide management decisions locally, regionally, and internationally. Represents the Quileute Indian Tribe at professional meetings, workshops, or conferences. Interacts and collaborates with co-managers from the Washington Department of Fish and Wildlife (WDFW), and other WA coastal tribes, along with Olympic National Park, United States Forest Service, or other entities operating in the Quillayute River concerning fish related issues. Helps establish and communicate the Tribe's position and makes reasonable negotiations when necessary to achieve desired outcome.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Duties include interpretation of the technical information collected from the Tribal fishery and field surveys along with management recommendations.

- The CoF communicates technical information to the policy making bodies. Most communications are in the form of options and constraints for management of the Tribal fisheries. Also, the CoF develops alternatives for short and long term management of the Tribe's fisheries. The CoF develops common fisheries related harvest and escapements databases with other management agencies (i.e. Olympic National Park, United States Forest Service and (WDFW) as well as obtaining and generating that data.
- The CoF provides analytical services for work being conducted in all programs. This includes the use of appropriate statistical methods. The CoF contributes to the environmental management program. The CoF is responsible for the understanding of natural production of salmonids and advises the Tribe on matters pertaining to the protection and high quality maintenance of the fisheries environment.
- Other duties require the CoF to insure that the Technical Services Division, as a whole, provides the best service possible to the Tribe and fulfills its contractual obligations to the U.S. government.
- The CoF writes grants and provides input into budgeting, report writing, personnel activities, etc.
- The CoF supervises biologists and fisheries technicians and is therefore responsible for fair treatment of and quality workmanship from these people.
- Software most used – MS Word, Excel, PowerPoint, and Access and some GIS.
- Collect field data associated with adult salmon (and steelhead) in the Quillayute River System watershed including accurately identifying and counting all pacific salmon species redds in the Quillayute River basin.
- Review, record, and tabulate data gathered by themselves and by others and perform quality control on all data.
- Explain research projects and sampling procedures to Quileute Tribal members to enlist cooperation and support for QNR priorities.
- Walk streams and float rivers on rafts and drift boat to access and count salmon redds and carcasses. Takes biological samples from salmon carcasses in the field while conducting redd surveys.
- Care for and maintain assigned equipment. Ensure that assigned vehicle maintenance is conducted at prescribed intervals.
- Examining commercial, ceremonial and subsistence catch including identifying, counting, measuring, taking scales, removing salmon snouts, and detecting, removing and reading Coded-wire tags (CWTs).
- Develop chinook brood stock collection needs with hatchery manager.

WORK ENVIRONMENT:

- The primary work schedule will be Mon-Fri: 8:00am to 4:00 pm. Some weekends, overtime (comp.), and workdays longer than 8hr may be required during peak periods. Some travel required to attend meetings, trainings, workshops, etc. May occasionally travel both regionally and statewide. Interacts with the general public when in the field. Some office interactions occur. The majority of work will be primarily office setting but some field work will be conducted in the outdoors and may be in inclement weather conditions including snow, rain, wind, and direct sun. Hiking through dense forests, on wet rocks, in the water, and working on boats is required.

PHYSICAL DEMANDS:

- This position requires the ability to stand and walk for long periods of time, often outdoors in remote locations over rugged terrain up to 10 miles per day and may require the ability to repetitively carry loads up to 50 pounds for short distances over rough terrain. Work will involve walking and (occasionally) rafting in swift-water streams or rivers to survey salmon spawning areas. Work will occasionally occur during periods of inclement weather. Acute vision is important for proper adult salmon identification. Attention to detail and good record keeping are required for accurate data

SKILLS, KNOWLEDGE AND ABILITIES

- Demonstrate experience leading a large team focused on complex tribal and non-tribal issues related to salmon and steelhead management.
- Demonstrate experience with technical writing and oral presentation.
- Demonstrated ability to represent Tribe issues and positions within highly technical forums and informal meetings.
- Thorough knowledge of the theory of domestication selection and its impacts to both natural and artificial salmonid production.
- Extensive experience conducting data analysis.
- Experience in technical writing and ability to orally communicate results.
- Ability to effectively communicate and collaborate with other researchers from various organizations.
- Ability to manage contracts, track budgets and write contract report deliverables.
- Ability to supervise and train Biologist and other personnel
- Understand the policy and regulatory implications of salmon and steelhead run forecasts and tribal fishing schedules and collaborate on making necessary changes.
- Must interact with biologists in the team to assign tasks and ensure work is completed on time and according to the experimental design.
- Must also interact with co-managers (personnel within the WDFW) of the basin, as well as personnel within other local, State, and Federal Agencies on a regular basis to coordinate and plan work.
- Knowledge of current NW salmon stock management practices, with an understanding of tribal fishery management issues.
- Demonstrate knowledge of riverine fisheries biology or hydrology with preferred experience in the salmon and steelhead stocks of the Quillayute U&A.
- Must be able to work independently with little supervision.
- Must be able to maintain confidentiality of information received orally or through written documents.
- Leadership capabilities and previous supervisory experience.
- Working knowledge of salmon life history and identifying Pacific salmon and their redds.
- Experience collecting biological samples from Pacific salmon and other fish species.
- Requires wading and navigating boats through various bodies of water such as rivers and lakes for long periods of time in inclement weather.
- Necessitates working alone in isolated areas.

QUALIFICATIONS:

Required:

- Bachelor of Science in Fisheries or related biological discipline with 2 years of relevant work experience involving native Pacific salmon stocks and their habitats.
- Demonstrated ability to use Microsoft software (Excel, Access, Word, and Power Point).

SUPERVISORY RESPONSIBILITY:

The candidate will be responsible for supervision of all field crew technicians.

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.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

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.

GENEROUS BENEFITS PACKAGE:

- Employer paid medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

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