

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Biologist (Groundfish)

EXEMPT: No
TARGET SALARY: \$18.96 to \$22.30/DOQ
PROGRAM: Fisheries
REPORTS TO: Fisheries Manager

JOB CODE: 3-SS T5
SHIFT: 8:00 to 5:00
LOCATION: Bldg 15

SUMMARY: Responsible for development of groundfish management plans for all marine fisheries of the Makah Tribe, in season management of groundfish fisheries, as well as composition of post season reporting for all groundfish of the Makah Tribe. Represents the Makah Tribe on technical issues relating to ESA, coordinates and supervises research projects, such as; trawl and setline surveys, in-season sampling programs, dive surveys, etc. Serves as Makah's lead technical representative in all long-range groundfish management activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Authorizes purchase requisitions, travel vouchers, time cards and other daily paperwork flow.

Responsible for creating and maintain program budgets, contracts, and sub-contracts in accordance with Makah Tribal Council Policies and Procedures, grant(s), and contract(s).

Serves on PFMC, NWIGC, and other interagency management planning processes.

Supervise groundfish harvest sampling and in season research programs.

Assist in the development of Makah groundfish fishing regulations.

Responsible for preparing groundfish technical reports and assisting other agencies in groundfish stock assessments.

Coordinate with other tribal programs and agencies to complete shellfish abundance estimates within the Makah U&A.

Participate and act as a lead technical representative in ESA issues relating to groundfish management activities.

Revised 10/99
Revised 10/15/03
Revised 12/01/16
Revised 01/28/20

Prepare and submit grant applications for groundfish management program.

Serve as the Makah Groundfish Advisory Committee (MGAC) secretary.

Represents Makah Fisheries Management by providing technical assistance to the MGAC and the Makah Tribal Council in development of Makah groundfish management plans.

Collaborate with Makah fishermen to develop improved gear types to access treaty resources and entitlements in an ecologically sound manner.

Work with Makah fishermen in the development of new sustainable fisheries targeting underutilized species.

Track the development electronic monitoring equipment and other strategies associated with improved fisheries observer/monitoring programs.

Be responsible for real-time monitoring of crab, bottom trawl, yellowtail directed mid-water trawl, mid-water pacific whiting, longline, and other groundfish related fisheries.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 1 to 3 employees in the Fisheries program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employees' addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

B.S. degree in fisheries management or related field and three years pertinent experience or a M.S. degree in fisheries management or related field and one year pertinent experience.

Must have two years of supervisory experience.

Must have aptitudes in program management and development, with two or more years' experience strongly preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovated techniques or style. Ability to

make effective and persuasive speeches and presentation on controversial or complex topics to top management, public groups etc.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONABILITY:

Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers License and insurable. May be required to drive a tribal vehicle to perform job duties. Therefore, a driving history/background check will be conducted on the applicant.

OTHER SKILLS and ABILITIES:

Must have strong interest and aptitude in grant writing and submission process and be able to develop programs as a team and meet deadlines.

Must have working competence in computer applications and be able to use major computer software, especially word processing, spreadsheets, and other programs.

Ability to establish and maintain effective working relationships with staff, public and private agencies, and the public.

Must have excellent oral and written communication skills.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

SPECIAL TAX EXEMPTION

Internal Revenue Code § 7873 (b) (1) does apply to enrolled Makah Tribal members. This position is classified as 100% fisheries Tax exempt.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: January 29, 2020
CLOSE: February 12, 2020

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.