

**MAKAH TRIBE  
POSITION DESCRIPTION**

**Job Title: Biologist (Salmon)**

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**EXEMPT: No**

**TARGET SALARY: \$19.52 to \$22.97/DOQ**

**PROGRAM: Fisheries Management**

**REPORTS TO: Fisheries Director**

**JOB CODE: 3-SS T-5**

**SHIFT: 8:00 to 5:00**

**LOCATION: Building 15**

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**SUMMARY:** Responsible for development of salmon management plans for all marine fisheries and terminal salmon fisheries of the Makah Tribe, in season management of salmon fisheries, as well as composition of post season reporting for all marine and terminal salmon fisheries of the Makah Tribe. Represents the Makah Tribe on technical issues relating to ESA, coordinates and supervises research projects, such as; Ozette Sockeye, Strait of Juan de Fuca Coho, Hoko Chinook programs, etc. Serves as Makah's lead technical representative in all long-range salmon management activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** including 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.

Participates in PFMC, PSC/PST and other comprehensive salmon management processes.

Supervise salmon harvest sampling and in season research programs.

Participate on the Makah Salmon Restoration Team.

Assist in the development of Makah Salmon fishing regulations.

Responsible for writing salmon technical reports and assisting other agencies in salmon stock assessments.

Coordinate with habitat biologist and tribal programs and agencies to complete spawner escapement estimates within the Makah U&A.

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

Approved 03/27/00  
Revised 04/10/12  
Revised 12/01/16  
Revised 10/08/21

Prepare and submit grant applications for salmon management program.

## **QUALIFICATION REQUIREMENTS:**

### **EDUCATION AND EXPERIENCE:**

Bachelor of Science in fishery management or related field with four years pertinent experience or a M.S. degree in fisheries management or related field.

### **LANGUAGE AND SKILLS:**

Ability to read, analyze and interpret the scientific documents. Ability to respond effectively to complex or sensitive issues. Ability to present findings in written and in verbal form.

### **MATHEMATICAL SKILLS:**

Ability to apply statistical or mathematical tests, formulas, and concepts to practical situations, research problems, and complex data sets. Experience in database management and computer modeling is preferable.

### **REASONING ABILITY:**

Ability to interpret a variety of instructions furnished in written, oral and diagrammatic formats. Ability to identify, define and resolve problem areas to allow efficient data collection and establishment of facts to enable salmon team to draw valid conclusions.

### **CERTIFICATES, LICENSES AND REGISTRATIONS:**

Must have a valid Washington State driver's license and insurable. May be required to drive tribal vehicles to perform job duties and therefore will be required to undergo a driving history/background check.

### **OTHER SKILLS AND ABILITIES:**

Must have working competence in computer applications and must be able to use major computer software, microcomputer word-processing, spreadsheet data analysis, operation of statistical, graphics, and communications software packages.

Experience in computer modeling is desirable.

Knowledge of salmon biology is required.

Must have excellent oral and written communication skills.

Experience or aptitude for grant writing is desired. Must be able to develop programs as a team and meet deadlines.

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.

### **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be fully immunized against COVID-19 and provide documented proof of vaccination prior to employment.

### **PHYSICAL DEMANDS**

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**

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](mailto:katherine.thompson@makah.com)

**OPEN: December 13, 2021**  
**CLOSE: January 18, 2022**

Approved 03/27/00  
Revised 04/10/12  
Revised 12/01/16  
Revised 10/08/21

**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.