

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Assistant Fisheries Director**

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<b>EXEMPT:</b> Yes	<b>JOB CODE:</b> 1-OL T1
<b>TARGET SALARY:</b> \$30.51 to \$33.90/DOQ	<b>SHIFT:</b> 8am-5pm
<b>DEPARTMENT:</b> Fisheries Management	<b>LOCATION:</b> Bldg 150
<b>REPORTS TO:</b> Fisheries Director	

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**SUMMARY:** The primary responsibilities of this position are to oversee the daily administration duties needed to run a successful department within the parameters of federal and tribal rules and regulations. Assist in the management of all tribal fisheries; provide daily or regular reports to the appropriate agencies. Over-see the Environmental/Habitat, Hatchery divisions within fisheries management in away that support and protects the treaty fishing rights of the Makah tribe.

**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.

This position will work to assist the Fisheries Director on the daily operation of the Fisheries Management Department and work closely with key staff on issues affecting the Makah tribe.

Assist in tracking of all budgets within fisheries management and providing adjustments to each budget when necessary in effort to meet the goals of each program.

Assist in the review of all budget spending and assure that Finance Department process in being complied with.

Assist in the review of grant opportunities and grant applications within the fisheries management department, which would include a coordinated effort with other departments within the organization where grant applications may be associated with fisheries, related activities.

Responsible for over sight of all services provided to the general public through the fisheries management program.

Assist in the daily management of catch and effort of all tribal fisheries to ensure that fishery managers stay with tribal fishing allocation.

Assist in the compliance with Tribal, State Federal and Court requirements with respect to Makah Fisheries management, including:

Promulgate and dissemination of annual and in season emergency fishing regulations.

Participate in the International Pacific Halibut Commission, Pacific Salmon Commission, North of Falcon, and Pacific Fishery Management Council Processes as needed.

Play a lead role in the Habitat/Environmental forums on issues affecting the Makah tribe and its treaty rights.

Work in collaboration with the Olympic Coast National Marine Sanctuary (OCNMS), Sanctuary Advisory Committee (SAC) and the Interagency Policy Council (IPC).

Acts as the primary grant writer for the Fisheries Management department as directed by the Fisheries Director. Researches, identifies, defines and develops funding sources to support existing and planned program and project activities. Researches and identifies government private/corporate, and foundation funding prospects.

Research and review web sites (e.g.: grants.gov) and pertinent publications for funding availability on a regular basis. Develops and maintains database of grant opportunities grant synopses, and grant deadlines. Maintains a list of priorities and projects for which funding is needed.

#### **SUPERVISORY RESPONSIBILITIES:**

Directly supervise up to three divisions within the Fisheries Management Department and assist with the supervision of another seven within the department. Incumbent carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees planning assigning, addressing complaints, and resolving problems.

#### **EDUCATION and/or EXPERIENCE:**

Master's Degree in Fisheries Management, Environmental Policy, or other related fields and a minimum of four years of management experience; or bachelor's degree and seven years experience in Fisheries Management; or training or equivalent combination of education and ten or more years experience or more in treaty tribal fisheries management programs.

#### **LANGUAGE SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Have the ability to respond to common inquiries or complaints from customers, regulatory agencies, or member of the business community. Have the ability to effectively present information to top

management, public groups and/or boards of directors.

**MATHEMATICS SKILLS:**

Apply concepts such as fractions, percentages, ratio, and proportions to practical situations.

**REASONING ABILITY:**

Have the ability to define problems, collect data, establish facts, and draw valid conclusions. Have the ability to interpret an extensive variety of technical

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington state Driver's license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conducted upon hire.

**OTHER SKILLS AND ABILITIES**

Must have proven written and verbal communication skills.

Must have proven successful budget development and administration experience.

Proven ability to tactfully and effectively advise individuals.

Must be flexible; ability to shift thought process quickly and accurately from one matter to another.

Ability to work extended hours as needed.

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 regularly required to stand; walk; sit; use hands to finger, handle, or feel.

**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 regularly exposed to wet

and/or humid 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 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, Bldg. 71  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [hr@makah.com](mailto:hr@makah.com) (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: November 19, 2024  
CLOSE: January 7, 2025**

### **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, gender identity, 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.