

REVISED JOB ANNOUNCEMENT

POSITION: Fish & Game Director

PROGRAM: Fish and Game

SUPERVISOR: Tribal Projects & Natural Resources Administrator

SALARY: \$32.16 - \$41.00 per hour (Grade 26, Step 01-Grade 32, Step 01) (DOE)

CLASSIFICATION: Exempt

LOCATION: Owyhee, Nevada

OPENS: July 1, 2025

CLOSES: OPEN UNTIL FILLED

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT
BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-
Paiute Tribes' Resolution No. 95-SPR-135**

SUMMARY OF FUNCTIONS:

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into close contact with children and seniors in the course of delivering service to the community. This individual works in hazardous environments (machinery, electricity, chemicals).

JOB SUMMARY:

Under the direct supervision of the Tribal Projects and Natural Resources Administrator, the incumbent will manage the Fish & Game Department programs, including establishing program strategies, plans and goals. The incumbent will plan for future projects, manage contracts, maintain and develop relationships with funding agencies and entities interested in fish and wildlife management, secure funding, and oversee projects. The incumbent will directly supervise the project management level fish and wildlife biologists and assist the biologists in management of junior staff. Wildlife and Parks programs include: Duck Valley Fisheries, Habitat Enhancement and Protection, Wildlife Mitigation, Sage Grouse Habitat Restoration, Chronic Wasting Disease Surveillance, Wildhorse Reservoir, Invasive Species Prevention Program, and Native Seed Collection.

SPECIFIC DUTIES:

The incumbent will develop the appropriate program objectives for the Duck Valley Fisheries program which includes three fishing reservoirs and a stretch of the East Fork Owyhee River.

1. Write project and grant proposals and contracts to secure funding for Fish & Game programs.
2. Be responsible for contract management including drafting contracts, writing reports, completing in environmental compliance tasks developing and overseeing budgets and budget forecasts, learning contracting procedures of funding agencies, participating in regional meetings regarding Columbia Basin fish and wildlife project management, and other tasks as required to assurance contract compliance.
3. Prepare a long-range plan for the Fish & Game Department and identify future project needs.
4. The incumbent will plan and oversee construction and maintenance projects.
5. The incumbent will produce material for public information on fishing rates, camping opportunities, guided hunts, and any other pertinent information needed to promote the programs.
6. The incumbent will assure all contract compliance for the delivery of measurable products or services.
7. The incumbent will prepare correspondence for the Chairman's signature regarding all the Fish & Game projects and as requested for other natural resource issues.
8. The incumbent will meet with and write reports or articles for the Tribal Council, Staff, and Tribal membership regarding department programs.

9. The incumbent will meet with the appropriate private, State, and Federal personnel regarding Fish & Game issues on a local, regional and/or basin level.
10. The incumbent will serve the Tribes by engaging in relevant government –to-government consultation through the Wings and Roots Native American Campfire forum.
11. The incumbent will service the Tribes by engaging in FERC related meetings and proceedings.
12. The incumbent will prepare proposals for the Bonneville Power Administration and the Northwest Power and Conservation Council to ensure continued funding of existing programs and to secure funding for additional programs.
13. The incumbent will thoroughly understand relevant subbasin plans, which are part of the Northwest Power and Conservation Council's Fish and Wildlife Program and integrate appropriate information in relevant proposals and management plans.
14. The incumbent will serve as the technical representative for the Tribes at relevant meetings of the Upper Snake River Tribes (USRT) and will assist in conducting analyses and drafting documents at the request of the Commission.
15. The incumbent will represent the Tribes at relevant meetings.
16. The incumbent will perform other related duties assigned by the Tribal Projects and Natural Resources Administrator.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree (Master's preferred) from an accredited college or university in wildlife biology, research or management, conservation biology, natural resource management, fisheries management, ecology, planning and conservation or closely related field or an equivalent combination of education and/or experience.
2. At least six (6) years of work experience related to fish and wildlife management, including three (3) years of supervisory experience.
3. Familiar with Federal and State regulations related to fish and wildlife management.
4. Able to communicate effectively, both orally and in writing.
5. Able to travel regularly to meetings throughout the Northwest and locally to field sites.
6. Must have a valid driver's license.
7. Must have High School Diploma or GED

8. Must have a thorough understanding of relevant fish and wildlife issues throughout the greater Columbia River Basin with an emphasis on the Upper Snake River Basin.
9. Demonstrated success with grant writing and grant supported project management.
10. Understanding and desire to be an advocate for preserving cultural values in the planning and administration of programs, balanced with approved economic development and tribal enterprise opportunities.
11. Capable of creating and managing multiple program and department budgets.
12. Ability and desire to mentor and develop staff in alignment with program plans and goals and Shoshone Paiute Tribes' cultural values, including fisheries and wildlife preservation.