

JOB ANNOUNCEMENT

POSITION: Fish, Wildlife & Parks Director
PROGRAM: Fish, Wildlife & Parks
SUPERVISOR: Tribal Administrator
SALARY: Grade 30-32, \$29.64 - \$32.65 (D.O.E.)
CLASSIFICATION: Exempt
LOCATION: Owyhee, Nevada

OPENS: July 14, 2020

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 Administrator, the incumbent will manage the Fish, Wildlife & Parks 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, Wildhorse Reservoir, Invasive Species Prevention Program, and Native Seed Collection.

SPECIFIC DUTIES:

1. The incumbent will write project and grant proposals and contracts to secure funding for Fish, Wildlife & Parks programs.
2. The incumbent will be responsible for contract management including drafting contracts, writing reports, completing 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 assure contract compliance.
3. The incumbent will prepare a long-range plan for the Fish, Wildlife & Parks Department and identify future project needs.
4. The incumbent will plan and oversee construction and maintenance projects.
5. The incumbent will assist managers to 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, Wildlife and Parks 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 and Wildlife issues on a local, regional and/or basin level.
10. The incumbent will serve the Tribes by engaging in relevant government –to-government consultation.

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 Programs Administrator.

MINIMUM QUALIFICATIONS:

1. Must have at least six (6) years of work experience related to fish and wildlife management or business administration, including three (3) years of supervisory experience.
2. A Master's degree from a college or university in wildlife biology, research or management, conservation biology, natural resource management, fisheries management, ecology, planning and conservation or closely related field would be preferable and would be substituted to 2 years of experience.
3. Must be familiar with Federal and State regulations related to fish and wildlife management.
4. Must be able to communicate effectively, both orally and in writing.
5. Must be able to travel regularly to meetings throughout the Northwest.
6. 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.

GRADE INCREMENTS:

Grade 30 (\$29.64 per hour) – 6 years professional work experience including 3 years of supervisory experience.

Grade 31 (\$31.10 per hour) – 8 years professional work experience including 3 years of supervisory experience.

Grade 32 (\$32.65 per hour) – 10 years professional work experience including 3 years of supervisory experience.