

## **JOB ANNOUNCEMENT**

POSITION: **Fisheries Biologist**  
PROGRAM: **DV Fisheries**  
DIVISION: **Tribal Administration Programs**  
SUPERVISOR: **Fish & Game Director**  
ACCOUNT CODE: **20-4100-0000-24-6000**  
GRADE: **Grade 18 Step 1 -Grade 23 Step 1 (\$21.45 to \$27.38) D.O.E**  
CLASSIFICATION: **Exempt**  
LOCATION: **Owyhee, Nevada**

**OPENS: Immediately**

**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**

**SPECIAL CONSIDERATIONS:**

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 Director of Fish & Game, in coordination with the Tribal Programs Administrator and the Tribal Chairman, the incumbent provides expertise and support in fisheries, reservoir, water quality and riparian habitat management for the Duck Valley Indian Reservation.

**ESSENTIAL FUNCTIONS:**

1. The incumbent will be responsible for the aquatic ecosystem program in cooperation and coordination with the Director of Fish & Game. The responsibilities include fisheries, reservoir, and riparian habitat management.
2. The incumbent will be responsible for the development, implementation and coordination of all aquatic/riparian and reservoir operations and projects under the "Duck Valley Fisheries Operations and Maintenance Program" as well as infrastructure improvement grants.
3. The incumbent will be responsible for field collection of biological fisheries data according to current inventory methods. This includes the collection of fish and aquatic macro invertebrates of streams, rivers and reservoirs in the Duck Valley Reservation. This field collection will also include all physical and biological habitat features affecting aquatic habitats.
4. The incumbent will be responsible for daily oversight of seasonal work crew, including scheduling, training, supervising and payroll responsibilities.
5. The incumbent will develop and oversee the collection of creel data and will analyze and report this data in the annual report and to the Tribal Business Council.
6. The incumbent is responsible for monitoring the integrity of the earthen dams at the reservations' three reservoirs and will undertake the necessary investigations and actions to address any potential problems to ensure the integrity of these dams.
7. The incumbent will provide guidance, technical advice to the Director and other personnel on the influences of the proposed activities on the fisheries/water quality/riparian habitat within the Duck Valley Reservation.

8. The incumbent will be responsible for the preparation and/or review of management plans, grant applications and other documents.
9. The incumbent will be responsible for promoting Duck Valley Fisheries at trade shows, fly fishing expos, fishing club presentations and other venues.
10. The incumbent will be responsible for program budget and drafting contracts, purchase orders, payment requests, etc. and to reconcile these according to Finance Department requirements.
11. The incumbent is responsible for the preparation and review of Environmental Assessments on all aquatic habitat related activities, which may have an impact on the environment for the Duck Valley Reservation. Will design, establish, conduct and analyze studies to monitor condition and trend of aquatic and riparian habitats and water quality and related habitat improvement projects.
12. The incumbent will inform, educate and engage tribal community regarding program issues by participating in field trips, developing and delivering educational seminars, presentations, participating in tribal events such as career day, community tribal program awareness day, etc.
13. The incumbent will be required to keep up-to-date with current aquatic research to develop improved habitat monitoring methods and provide informed fishery/reservoir management recommendations.
14. The incumbent will meet and coordinate with private, state and federal agencies in the region to effectively develop and implement Duck Valley Reservation projects.
15. The incumbent will coordinate and manage the co-funded Aquatic Invasive Species Inspection station. This includes hiring, training, scheduling and managing staff. Working with the in-house finance department and Idaho Department of Agriculture to complete financial ledgers and MOU.
16. Will develop budgets and statements of work for submission to funding agencies and Tribal Council.
17. Will work closely with contracting officer of funding agencies and Tribal Programs Administration to ensure project is implemented within budget and schedule.
18. Will keep Director informed and up to date on project status, schedule, or problems.
19. Will develop maps, brochures and other materials as needed.

20. Will complete quarterly and annual reports in a timely manner.

**REQUIRED EDUCATION & WORK EXPERIENCE:**

1. Bachelor's Degree in fisheries science, marine biology, or any environmental science field, substitute education with 2-year in-depth fisheries work experience. Must be willing to obtain certifications in Fisheries Biology.
2. A minimum of two (2) years' experience in a Biology, or Biology-related field
3. Must be in good physical condition and knowledgeable of the safe negotiation of all outdoor landscape, terrain, and waters.
4. Must be able to work a flexible schedule in inclement weather condition
5. Valid driver's license.
6. Proficient in Microsoft Word, Excel and PowerPoint.
7. Must have a solid foundation in statistics, data analysis, population dynamics. proficient in writing reports and meeting deadlines.

**PREFERRED EXPERIENCE:**

1. Reservoir management experience.
2. Budgeting, accounting, and MIP experience
3. Customer service/Conflict resolution experience
4. Strong proficiency in Geographic Information Systems (GIS) and sustainability practices is highly recommended
5. Trout management experience
6. Recreation/Campsite management experience
7. Heavy equipment experience