



Smith River Rancheria Position Description

Title: TRCP Marine Biologist

Department: Administration

Class: Technical

FLSA: Non-Exempt

Status: Full Time

Pay Grade: VII (\$16.94 - \$23.90)

Supervisor: TRCP Manager or NR Director

Subordinates: Technicians

Effective Date: October 2012

*Note dependent on grant funding

Position Summary:

Under the supervision of the Tolowa Resources Conservation Program Manager, this position will function as the lead for gathering data and monitoring the marine areas for the Tolowa Resources Conservation Program.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Develop and implement Tolowa Resources Conservation assessment and management plans for the Marine areas located within the Aboriginal Territory of the Smith River Rancheria.
- Develop and implement marine life assessment and monitoring for the marine areas located within the Aboriginal Territory of the Smith River Rancheria.
- Develop marine resource habitat assessment plans and conservation plans.
- Develop and write proposals for numerous projects to various funding sources.
- Develop and complete scientific reports for conducted projects.
- Familiarity with topographic surveying using a digital total station.
- Represent the Tribe on various technical teams/committees.
- Ability to present findings and make recommendations in a clear and logical manner, often in a controversial environment to tribal, local, state and federal agencies as necessary.
- Train and supervise subordinate staff.
- Assist the TRC Program Manager in developing monitoring and conservation projects for the marine resources important to the Tribe.

Supervisory Responsibilities:

Supervises Technicians.

Minimum Qualifications:

- Professional knowledge of the biology and marine management methods and other fisheries resources important to the Smith River Rancheria.
- Extensive communication skills, especially writing and public speaking.
- Knowledge of, and skill in performing field sampling techniques such as harvest censusing, marine habitat assessment, boat operation, electro-fishing, gill netting, ecological resource management techniques, etc.
- Knowledge of ESA, NEPA and CEQA regulatory permitting and compliance.

- Ability to compile, analyze and report data concerning marine habitat investigations and assessments
- Qualified American Indian Preference applies.

Education:

Bachelor of Science degree in Marine Biology/Science which includes:

- At least six (6) semester hours in aquatic subjects such as limnology, fishery biology, aquatic biology, aquatic fauna, oceanography, fish culture or similar courses of equivalent basic values in the field of fishery biology;

AND

- At least twelve (12) semester hours in the animal sciences in such subjects as general zoology, vertebrate zoology, comparative anatomy, physiology, entomology, parasitology, ecology, cellular biology genetics, or research in these fields (Excess course work in aquatic subjects may be used to meet this requirement when appropriate.)

PREFERRED

At least one year experience with progressively increasing responsibility in the field of fisheries with proven supervisory responsibilities.

Language Skills:

Ability to read, analyze, and interpret technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions, while facilitating group meetings.

Mathematical Skills:

Ability to work with mathematical concepts, ability to apply concepts such as fractions, percentages, ratios, and pro-rations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit to a Department of Motor Vehicles (DMV) driving history and be eligible for Tribal Vehicle Insurance.

Background Clearance:

Current criminal background fingerprint clearance.

Drug Free Work Environment:

Per Federal regulations, must submit to and pass a pre-employment drug and alcohol screening test as well as participate in random drug testing throughout employment.

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 individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 50 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Work activities may occur both in the office and in the field. Works in office areas, as well as, throughout the facility. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with residents, family members, staff, visitors, government agencies/personnel, etc., under all conditions/circumstances. Is subject to hostile and emotional upset residents, family members, staff, visitors, etc. under all conditions/circumstances.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____