



## Tolowa Dee-ni' Nation Position Description

**Title:** Tribal Resource Specialist  
**Class:** Skilled  
**Status:** Full-time  
**Supervisor:** Fisheries Program Manager  
**Effective Date:** May 2018

**Department:** Natural Resources  
**FLSA:** Non-exempt  
**Pay Grade:** 7 (\$18.15 - \$25.60)  
**Subordinates:** Yes  
**Grant Funded:** Yes

### **Position Summary:**

This position collects, compiles, inputs, and manages information and data pertaining to Tribal resources, including but not limited to natural, cultural, freshwater and marine resources. This position supports the efforts of numerous departments in carrying out the Tribe's co-management responsibilities.

All Tolowa Dee-ni' Nation employees are at-will employees.

### **Essential Duties and Responsibilities:** include the following.

- Ability to research, 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
- Prepare written and oral reports and presentations
- Conduct GPS data collection pertaining to natural, cultural, freshwater and marine resources.
- Data collection of water quality and other ecological factors related to habitat assessment of coastal shoreline and estuaries within aboriginal territory.
- Deploy, maintain, and download data from water quality sondes
- Enter data into prepared spreadsheets
- Willing to assist with Hatchery operations
- Assist and participate in cultural resource field surveys.
- Attend trainings and meetings as directed.
- Have or obtain Boater's Safety Certification
- Incorporate aspects of culture and language in projects.
- Work collaboratively with other agencies and entities on projects
- Participate in learning exchanges for the purposes of expanding knowledge in co-management efforts
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

### **Supervisory Responsibilities:**

Technicians and summer youth.

### **Minimum Qualifications:**

- Bachelor's Degree in Biology, Fisheries, Zoology, Wildlife Biology, Environmental Science or related field
- Must have experience with Windows based computers and Microsoft programs, such as Excel, Word, and PowerPoint

- Must have an understanding of technical equipment such as GPS, survey tools, and computers
- ESRI ArcGIS experience is preferred, but is not required, applicants must show a willingness to learn and continue education in ArcGIS, GPS operation, and map development
- Knowledge of, and skill in performing field sampling techniques, such as marine habitat assessment, boat operation, gill netting, ecological resource management, etc.
- Ability to work with local, federal, state agency staff, and/or project coordinators during project implementation
- Demonstrate ability to read maps and project descriptions
- Knowledge of local marine, freshwater and terrestrial species
- Knowledge of Tolowa Dee-ni' culture and cultural resources
- Must submit to and pass a pre-employment drug and alcohol screen
- Qualified American Indian Preference applies

**Language Skills:**

Must have the ability to read and interpret topographic maps, technical manuals, government regulations and documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

**Mathematical Skills:**

Need to have the ability to add and subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

**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, and be eligible for Tribal vehicle insurance. Must possess or obtain Boater's Safety Certification.

**Physical Demands:**

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee may be required to stand for long periods of time, walk, and be able to hike long distances and navigate in rugged and/or remote terrain. Must be comfortable aboard various watercraft.

**Vision Requirements:**

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and the ability to distinguish shades of color.

**Work Environment:**

This is primarily a field position and employee must be adaptable to work in various environments, such as high winds, rain and sun. The position will also include office duties and employee must adapt to an office environment.

**Additional Employment Conditions:**

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

**Acknowledgment:**

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_