



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Marine Scientist III

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (**REQUIRED**)

NOTE: Incomplete applications will not be considered.

Position: **Marine Scientist III**
Supervisor: Marine Policy Advisor
Location: Quileute Natural Resources
Work Info: Full Time: 40 Hours/Week
Salary: \$55,000 - \$75,000 DOQ
Closing Date: Until Filled

POSITION SUMMARY:

This position involves the analysis of marine resources, their productivity, interaction, and utilization. This is primarily a technical position, however, also involves assessments of internal and external marine resource information that is the basis for policy development in the role of providing advice to the QNR Director and Resource Management Staff, as directed. This position will report directly to the Marine Policy Advisor of Quileute Natural Resources.

The Marine Scientist III will operate directly under the Marine Policy Advisor/Marine Program Manager to provide effective and efficient project leadership and administration to complete marine program functions.

The position will be responsible for evaluating marine resources within the Quileute Tribe's Usual and Accustomed Hunting and Fishing Areas (U & A). This position will provide expertise in identifying and prioritizing marine species important to the Quileute Tribe, both culturally and economically.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

For the technical duties, this position will need to combine aspects of marine ecosystems management and analysis. In particular, this position coordinates the sampling of tribal marine resources to provide safety in the consumption of these resources and their sustainability. The Quileute Tribe has a well-equipped shellfish/water quality laboratory, including a wide variety of equipment for analysis of water and tissues samples. In addition, this position is inclusive of developing and maintaining relationships with other tribal, state, and federal laboratories engaged in analysis of marine resources. This position will coordinate activities and function of the shellfish/water quality lab.

- Implement Quality Assurance/Quality Control Methodology for marine resource sampling, with protocol for field sampling, lab tests, analysis, and data distribution. This involves keeping up with literature and conferences regarding techniques and adapting them to our needs.
- Design and conduct fieldwork, which may involve small boat operations and working at sea aboard large research vessels and fishing boats.
- Oversee a multitude of marine resource monitoring and research projects (biotoxin, forage fish, marine mammals, groundfish).
- Write scientific papers, reports and grant proposals and present findings at workshops and conferences.
- Supervise shellfish technician(s).

- Participate in the deployment and recovery of instruments located in the Pacific Ocean, ensure data streams are maintained.
- Manage data and analyze large data sets, provide data to public platforms for sharing with other scientists. Familiarity with statistical, modeling, and geographic information system software desired.
- Coordinate with QNR staff to plan, implement, and evaluate marine resource harvest activities, as impacted by return of data, including public health warning systems.
- Coordinate with other governments in meetings on shellfish, water quality, and public health.
- Coordinate with QNR staff regarding formulation of policy and regulatory recommendations for proper management of shellfish (from a health and biological standpoint). This may involve population studies or other types of assessments for areas co-managed by the Tribe.
- Determine budget and staffing requirements for projects and seek funding sources.
- As directed by Marine Policy Advisor, provide QNR perspectives at intertribal, federal, international, and state forums regarding marine resource issues related to management, utilization (harvest) and understanding marine ecosystem function and processes.
- Requires interaction with tribal, state and federal programs engaged in activities that can affect tribal marine resources; this will include a variety of tasks such as participating in the planning, development and analysis of state and federal rule making processes this can include: National Environmental Policy Act documents (EA's, EIA's), Fishery Management Plans, Marine Protected Area measures, Ocean Policy Plans and implementation, Essential Fish Habitat Designations, and Oil Spill Natural Resource Damage Assessment.
- Develop Marine Resource Management Plans for tribal resource utilization practices.
- Review permits and discharge reports within the U & A that may impact marine resources.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of:

- Marine aquatic ecosystems and associate biota.
- Fish biology with emphasis on Pacific Northwest species.
- Deployment and recovery of ocean instruments.
- Ability to work independently (self-starter) but also to accept supervision and work within a team (will coordinate with supervisor, other biologists, and grant writer).
- Design of sampling strategies to obtain ecosystem health, population assessments, and laboratory analysis of biotoxins.
- Ability to define research/assessment problems and plan and direct projects, write proposals, organize and present scientific testimony, formulate agreements.
- Strong writing skills; Competence with Microsoft programs; Word, Excel, PowerPoint, and Explorer.
- Established skills in both the field and laboratory environment for following strict protocols conducting marine species identification such as plankton, tissue, and water analysis.

- Working knowledge of operations of small and large vessels at sea.
- Familiarity with fishing and oceanographic monitoring equipment.
- The candidate must develop programs, data collection methods, and computer presentation methods for data; write reports; and discuss results with peers.

WORK ENVIRONMENT:

- Create and maintain a professional and supportive work environment that encourages open constructive dialogue and focus on the prime goal of fulfilling the QNR mission.
- Communications:
 - Keep others informed of work issues and programs by maintaining frequent communications.
 - Work at the most direct and immediate level to resolve the issue of conflicting personalities and needs.

PHYSICAL DEMANDS:

- Ability to carry/lift 40 pounds when necessary.
- Ability to walk (several miles in a day) in uneven, hilly terrain.
- Ability to work on small/large boats at seas in various weather or sea state conditions.
- Ability to operate small boats and hand tools.
- Ability to sit and work at computer/microscope workstation for several hours.
- Ability to travel and stay overnight as needed.

SUPERVISORY RESPONSIBILITY:

- Periodic oversight of special project personnel

QUALIFICATIONS:

While advanced degrees are not required, they are desirable. Three years of experience may be substituted for a master's degree and six years of experience may be substituted for a Ph.D. The experience or degree should be in the disciplines set forth below.

Required Qualifications:

- Bachelor of Science Degree in Marine Resource Topics/Marine Biology or closely related field (Fisheries, Ecology, Biology, Oceanography, Environmental Science) from an accredited college or university.
- Working knowledge of Tribal Treaty Rights and the roles/responsibilities as co-managers: inclusive of the court rulings in United States v. Washington 384 Supp (W.D. Wash. 1974) (Final Decision 1) and subsequent tribal treaty court findings since 1974.
- Marine Biology/Resource Management experience will consist of at least 5 years' experience relevant to the position.
- Demonstrated professional experience actively engaged in processes with federal and state agencies with shared jurisdiction.

**Closely related qualifying experience may be substituted for the required education on a year-by-year basis.*

Preferred Qualifications:

- Examples of relevant experience may include identifying phytoplankton, assessing ocean chemistry, experience working at sea with oceanographic equipment, developing funding proposals, and developing workplans and budgets.
- A Master of Science degree from an accredited college or university in Marine Biology, Oceanography or a closely related field can be substituted for two years of work experience.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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