



JOB ANNOUNCEMENT

JOB TITLE:	HARVEST MANAGEMENT BIOLOGIST
DEPT:	NATURAL RESOURCES DEPARTMENT (NRD)
SUPERVISOR:	NATURAL RESOURCES POLICY COORDINATOR
CLASSIFICATION:	SALARIED EXEMPT
HOURS:	FULL-TIME
PAY RANGE:	Depends on Qualifications (DOQ)
FILING DEADLINE:	OPEN UNTIL FILLED

GENERAL DESCRIPTION: The Harvest Management Biologist is a member of the Natural Resources Department and charged with assessment, protection, management, and utilization of the Tribe's Treaty Fishery Resources. The Harvest Management Biologist is responsible for overseeing the development of run size forecasts, preseason fishery planning in coordination with Skagit comanagers and regional management entities, and development of tribal fishing plans and regulations. Responsibilities during fisheries include coordination of catch accounting, catch reporting, biological sampling, and management of the fishery based on preseason and in-season updates. Post-fishery responsibilities include the cooperative (with comanagers) development of final catch accounting and reporting, both internally and in compliance with inter-tribal and federal agreements. This position works closely with the Natural Resources Policy Coordinator and the Tribe's General Manager and the Tribal Attorney on legal issues that may impact the Tribe's Treaty Fishing Rights.

Benefits are on a tiered basis and include: annual leave; sick leave; health, prescription, vision and dental insurance; life, short- and long-term disability insurance; sixteen paid holidays; 401k retirement; and assistance with job related commute costs.

APPLICATION INSTRUCTIONS:

Please submit letter of interest, resume, and tribal employment application to hr@upperskagit.com with the subject line "Harvest Management Biologist", or mail "Attn: HR Recruiter" at Upper Skagit Indian Tribe, 25944 Community Plaza Way, Sedro-Woolley, WA 98284, or hand-deliver to reception at the above address, Monday-Friday, 8 am – 4:30 pm. Applications can be downloaded from the Tribe's website: <https://upperskagittribe-nsn.gov/content/Employment-Application-USIT-fillable.pdf>.

Applicant must meet minimum qualifications to be considered.

MINIMUM QUALIFICATIONS:

1. MSc in Fisheries Science with 3 years closely-related salmon assessment and management work experience in fisheries management or stock assessment programs or B.A or B.S. in Fisheries Science with 6 years directly-related work experience in West coast salmon fisheries management. Prefer direct experience working within PSC, PFMC, and NOF forums.
2. Working knowledge of Pacific Northwest Salmon and Steelhead life histories and general ecology.
3. Working knowledge of current fisheries harvest methodologies and techniques. An understanding and appreciation for treaty fishing rights and the cultural importance of fisheries.
4. Pertinent experience with relevant statistical, quantitative, and analytical methods used in the monitoring and assessment of commercial fisheries.
5. Proficient in use of current software and data programs for managing existing data in support of harvest management, data capture and analysis. Experience in development of new databases/spreadsheets preferred, (e.g. experience in R, MS Access and Excel).
6. Must have demonstrated teamwork and leadership skills in both office and field situations as well as effective listening and communication skills, with the ability to communicate technical matters clearly and concisely.
7. Must be detail-oriented and able to work independently with minimal supervision.
8. Must have demonstrated technical writing skills.
9. Demonstrated understanding and knowledge of US vs. WA and/or US vs. OR tribal - state fishery management issues and management practices.
10. Experience preparing applications to funding sources and grants for the development and maintenance of salmonid population monitoring programs. Including experience in executing awarded grants and funded requirements.
11. Must be willing to travel to and participate in required local and regional meetings.
12. Must be able to maintain confidentiality of information and be willing to sign a confidentiality/non-disclosure agreement.
13. Must be respectful and sensitive to the values and culture of the Upper Skagit Indian Tribe.
14. Must be able to at times work a non-traditional schedule including weekends.
15. Must maintain and carry current, valid unrestricted Washington Driver License including unrestricted liability insurance and be insurable under the Tribe's insurance policy.
16. Must be able to pass a pre-employment drug test and comply with the Tribe's Substance Abuse Policy including random drug screening.
17. Must pass a criminal background check.

The Upper Skagit Indian Tribe can change the position description at any time. This position is subject to the preference policy of the Upper Skagit Indian Tribe.

The statements contained herein reflect general details as necessary to describe the principal function of the job, the level of knowledge and skill typically required, and the scope of responsibility. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in different functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. This is an at-will position.