

# SAUK-SUIATTLE INDIAN TRIBE

## JOB DESCRIPTION

Job Title: Fisheries Program Manager  
Department: Natural Resources  
Reports To: Natural Resources Director  
Status: Hourly  
Approved By: H. Hudson  
Approved Date: 07/2010

**Summary:** Fisheries Program Manager works with Natural Resources Director to create and direct the Tribe's fisheries program. The Fisheries Program Manager will identify the best opportunities to: enhance Sauk-Suiattle fishing opportunities; restore fish habitat; integrate the Natural Resources Department with the best available research for local stocks; and provide meaningful job opportunities and training for Tribal members. Fisheries Program Manager is expected to identify, secure and administrate long-range funding for the program.

### **Essential Duties and Responsibilities**

#### **Develop and implement a fisheries program:**

- Assess Sauk-Suiattle's fisheries needs and develop a program to best address those needs.
- Develop budgets and write grant proposals to support program staff as determined by the Natural Resources Director.
- Supervise and train Natural Resources Technician(s) as assigned, working in conjunction with two other program managers to schedule crews.
- Consult with Tribal Council, Natural Resources Director, program managers and department staff to develop and annually update a strategic plan that details objectives and tasks to implement the new fisheries program.
- Attends and participates in relevant meetings affecting tribal fisheries issues.

#### **Salmon habitat assessment and restoration:**

- Work with the Water Quality Program Manager to prioritize and conduct salmon habitat assessments.
- Coordinate salmon habitat restoration priorities and projects in the Sauk and Suiattle watersheds.
- Work with the Water Quality Program Manager on identifying funding and writing grants for restoration projects.
- Coordinate annual spawning surveys in conjunction with Washington Department of Fish and Wildlife, Skagit River Systems Cooperative (SRSC), Skagit Fisheries Enhancement Group, and other entities.

- Collaborate with Skagit River Systems Cooperative to identify opportunities to extend research into the Sauk and Suiattle watersheds.
- Consult with Natural Resources Director and Office of Legal Counsel to make policy recommendations about impacts of hydropower on Skagit watershed salmonids. (i.e.: draft comments to FERC about relicensing dams).

### **Supervise technical support of harvest program:**

- Coordinate the Tribe's active participation in test fisheries to determine the scientific scheduling of harvest openings.
- Consult as a science advisor to the Natural Resources Director about treaty negotiations regarding harvest quotas.
- Coordinate the logistics of fishing conducted by Natural Resources technicians and/or tribal members for Tribal fishery openings on the Skagit River, including: drafting fishing regulations, scheduling of Natural Resources staff; preparation and deployment of equipment (boats, nets); documentation of fish caught.
- Work with Natural Resources Director and technicians to set up and maintain policies and systems to track fisheries harvest data.
- Provide technical expertise to Natural Resource Director about the pros and cons of augmenting the Tribal fishery via artificial propagation methods.

### **Other duties as assigned.**

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

B.S. in fisheries biology or related field required, M.S. preferred. Equivalent work experience may be substituted for a Master's degree. Experience working for a Pacific Northwest Tribe highly desired, but other Tribal experience will be considered.

### **Computer Skills**

Word Processing, Spreadsheet and Internet software experience required. Entry level GPS & GIS experience required, extensive experience preferred.

## **Certificates, Licenses, Registrations**

Current Washington State driver's license required. Must have consistently remained valid for the last 12 months. First Aid/CPR certification required.

**Physical Demands/Work Environment:** The physical demands and work environment 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 enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

While performing the duties of this job, the employee may be exposed to outside weather and extremes of heat and cold. We conditions may require rain gear and other weatherproof clothing.

The noise level in the environment is usually moderate.

**Culturally Sensitive:** All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Drug Free Workplace:** Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

**Background Check:** All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

**NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES**