

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: WILDLIFE BIOLOGIST
DEPARTMENT: NATURAL RESOURCES DEPARTMENT
REPORTS TO: NATURAL RESOURCES DIRECTOR
STATUS: EXEMPT/SALARIED

SUMMARY

The Biologist position is responsible for wildlife and habitat management activities on Tribal lands and Tribal Usual and Accustom Areas with the goal of ensuring sustainable wildlife and fish populations and their supporting habitats. Biologist under general supervision that conducts professional biological studies; and/or is responsible for monitoring, restoration, management or research of wildlife, fish, lands, or habitat. Gathers and/or analyzes samples to study the effects of particular affect or mitigation strategies that may contribute to wildlife and fish priorities. Summarizes and assesses data using standard statistical procedures and scientific analysis. Develops initial reports of findings and provides recommendations to higher level fish and wildlife staff. May respond to routine inquiries or requests for technical assistance regarding the scientific background and technical implementation of agency programs. Using predefined methodologies and/or predetermined criteria, biologists in this class also interpret data in relation to laws, rules, and regulations to make decisions in response to emerging situations in the field, on Tribal, on public or private lands. Using established procedures, collects, organizes, and/or provides analysis and assessment of wildlife, fish, lands or habitat management data and actions. Specific objectives are listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares, submits, and administers funding proposals/grants which support Natural Resource Department/Wildlife Program goals and objectives.
- Provides field coordination and guidance for habitat and biological surveys, trapping projects, research projects and other wildlife related field activities.
- Conducts wildlife habitat enhancements such as tree and shrub planting, and native grass seeding.
- Organizes and conducts research and management projects to determine the behavior, abundance, distribution, survival, mortality, growth, catch harvest of wildlife, and artificial or natural fish production.
- Examines animals to determine effects of diet variations, introduction of pollutants and poisons, and other factors in controlled environment experiments.
- Gathers a variety of biological samples and performs routine chemical tests and microscopic examinations.
- Collects data on terrestrial and aquatic environment for use in assessment of its suitability as fish and wildlife habitat.
- Implements field projects designed to improve or create wildlife and fish habitats; coordinates research project work plans with Federal, Tribal, State, local governments, and private and other organizations; reports progress to joint

committees; submits periodic progress reports outlining current project status, findings, plans, and recommendations.

- Collects and analyses hunting and/or fishing season harvest data; maps and/or analyzes data to determine status of population; assists in formulating hunting and/or fishing seasons and changes in regulations; analyzes and interprets impacts on wildlife and fish.
- Conducts surveys to determine abundance, distribution and population trends of wildlife and fish species.
- Analyzes and interprets wildlife and fish habitat relationships; evaluates potential impacts of developments to species of concern; prepares technical management plans.
- Reviews Hydraulic Permit Applications and Forest Practice Applications and provides recommendation(s).
- Under the guidelines of habitat assessment and biological survey methodologies, leads field crews collecting and compiling data.
- Includes training, coordination, and supervision of field crews conducting wildlife survey and monitoring activities.
- Develops plans with methodology describing management protocols, records, and analyzes data, writes reports summarizing results, and presents findings to technical and general audiences.
- Operates computers and standard software to create necessary reports, analyses, correspondence, and database management as needed.
- Operates and maintains boats, motors, traps, and other wildlife equipment, as well as passenger vehicles and trucks in field situations.
- Prepare equipment for storage in the off season and for use in the next field season.
- Engages in short- and long-term natural resource planning to include development of annual hunting regulations, big game harvest management, regional species-specific management plans (e.g., mountain goats, elk).
- Coordinates with natural resource management agencies, tribes, and other entities (e.g., Northwest Indian Fish Commission, Nature Conservancy, and Skagit River System Cooperative) to promote cooperative projects beneficial to wildlife species of historic and cultural significance.
- Provides technical support to SSIT Hunting and Fishing Committee as designated staff. Prepares and presents policy memos/letters, scientific data, project summaries, technical recommendations, and other guidance or input as requested by committee members.
- Provides progress reports to the Natural Resource Director and the Tribal Council.
- May be assigned other duties as required to meet the needs of the organization.

SUPERVISORY RESPONSIBILITIES

There is potential for supervising and training technicians as needed; ensures projects are completed and that data collected are accurate. Additionally, Wildlife Biologist may oversee citizen-based volunteer support of certain wildlife, habitat projects to facilitate Wildlife Program outreach efforts. Oversight of consultants/vendors providing contractual or professional services related to Wildlife Program projects.

KNOWLEDGE AND SKILLS

- Ability to be punctual, self-motivated, and exercise sound judgement (safety-oriented) in carrying out the responsibilities of this position.
- Ability to supervise field crews in an organized, productive manner and provide data quality control while maintaining a positive and safe work environment.
- Knowledgeable of the identification and life cycle characteristics of biology and habitat requirements of plants and wildlife. Visually discriminate when identifying and distinguishing biological and physical features.
- Knowledge of and experience in conducting basic wildlife surveys, including habitat mapping, transect surveys, trapping, and direct observation surveys.
- Must have knowledge and experience in wildlife habitat restoration techniques, planning, and implementation. Ability to provide habitat management recommendations.
- Serves as part of an Interdisciplinary Team to review development projects to ensure that wildlife, fish, and habitat protection regulations (e.g., NEPA, ESA, etc.) are implemented.
- Proficiency with Microsoft Office Suite (especially Word, Excel, PowerPoint, and Outlook) for document preparation, data entry, management, presentations, scheduling, coordination, and electronic transmittal/communications).
- Ability to manage GIS databases, by collecting and entering GIS data into our systems, conducting spatial analyses, and creating maps.
- Ability to maintain databases with records of wildlife and habitat activities, monitoring studies, and equipment maintenance and inventory.
- Skill in presenting data and its analysis, discussions and recommendations in a form requiring a minimum of review and editing.
- Ability to communicate effectively using verbal, non-verbal, and written communication and able to work cooperatively and productively with diverse groups of stakeholders.
- Ability to draft, edit, and review documents to meet funding requirements associated with this program.
- Ability to organize and implement sound plans, procedures, and schedules.
- Ability to demonstrate originality and good judgment in adapting accepted practices and procedures required to accomplish specific tasks under changing or unexpected circumstances.
- Experience with firearms and knowledge of lead and non-lead ammunition efficacy.
- Willing to commit to extended fieldwork and travel to remote sampling locations requiring long days and/or overnight stays.
- Perform aerial and marine surveys from a fixed wing aircraft or helicopter.
- Ability and knowledge to work safely and efficiently around equipment, vehicles, ATVs, and chainsaws.
- Ability to work in the field in all weather conditions and able to complete arduous tasks (lift 50 pounds; walk 5 miles) over rugged terrain. Load and transport equipment and gear.
- Other duties as Assigned

REQUIRED EDUCATION AND EXPERIENCE

Bachelor's degree in Wildlife Biology, Wildlife Management, Biological Sciences, Natural Resource Management or closely related field AND 12 months of professional experience related to wildlife populations or habitat management, Or five years of professional level experience in wildlife management or wildlife research. Two years of this qualifying experience must be field experience conducting wildlife, habitat surveys, invasive species control or closely related field.

PREFERRED EDUCATION

A Master's degree in the applicable field will substitute for two years of experience but not for the field experience conducting wildlife habitat surveys. A Ph.D. in the applicable field will substitute for three years of the required experience but not for the field experience conducting wildlife habitat surveys.

PREFERRED EXPERIENCE

Exposure to Tribal Natural Resource programs and knowledge of legal and policy issues related to tribal treaty rights (e.g., fishing, hunting, gathering). Demonstrated experience and success in developing and implementing grant-funded projects. Experience in policy development/negotiations related to natural resource and wildlife management.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Washington State driver's license
- First Aid CPR certified
- Washington State Department of Agriculture (WSDA) Pesticide Private Applicators License
- Chemical immobilizations certification

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 VETERAN PREFERENCE APPLIES.