Quileute Tribe
Job Description

Habitat Restoration Biologist I

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

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

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

Or via email: hr@quileutenation.org

Ensure your Application contains:
1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Driver’s License
5. Tribal Enrollment Verification
6. Credentials
7. Certification(s)
8. Diploma(s): High School, College
9. Unofficial Transcript(s)
10. Writing Sample(s)

NOTE: Incomplete applications will not be considered.
Position: **Habitat Restoration Biologist**
Supervisor: TFW Program Manager
Location: La Push, WA
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E ($25.12 - $37.69) (hourly wage)
Closes: July 24th, 2020

**POSITION SUMMARY:**

The Habitat Biologist will provide fisheries habitat protection, restoration, and enhancement technical services to the Tribe with an emphasis on wild salmon and steelhead populations in the Quillayute, Ozette, and Goodman watersheds, within the Quileute Tribe’s Usual and Accustomed fishing areas (U&A).

This position will function as the project lead within Quileute Natural Resources for the ongoing large-scale river restoration occurring in the Quillayute River. They will also be responsible for identifying and applying for funding sources to continue assessment and restoration work within the U&A.

This position will require a great deal of coordination between federal and state agencies as well as public outreach related to restoration activity. Additionally, the candidate will represent the Tribe on technical committees and forums for the protection of Treaty resources as directed by the supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Manage the ongoing large-scale restoration work being competed on the Quillayute River.
- Develop and implement restoration projects within the Tribe’s U&A.
- Identifying and applying for grant funding sources.
- Grant management includes, but is not limited to, the development and management of budgets, contracts, identifying funding sources, communication between agencies and within the Tribe, and contractors.
- Securing all appropriate permits associated with projects.
- Attend an assortment of meetings to represent the Quileute Tribe’s natural resources to a variety of entities.
- Other duties as assigned.

**WORK ENVIRONMENT:**
The Habitat Restoration Biologist will have their own office located within Quileute Natural Resources (401 Main St. La Push, WA). During the construction season applicants should anticipate working in remote areas in adverse weather conditions.
**PHYSICAL DEMANDS:**
This position requires working outdoors and in inclement weather for extended periods of time. The applicant must be physically able to carry a 40 lb backpack and work in remote forest environments on uneven terrain. Additionally, the applicant must have the ability to sit and work at computer workstation for several hours.

**SKILLS, KNOWLEDGE AND ABILITIES**
- Must have basic GIS and GPS skillsets, and be able to create maps and manage data in the program. Advanced GIS knowledge is desired.
- Must be able to use Microsoft software (Excel, Access, Word, and Power Point)
- Knowledge of current NW salmon stock management practices, with an understanding of tribal fishery management issues.
- Demonstrated knowledge of riverine fisheries biology or hydrology with preferred experience in the salmon and steelhead stocks of the Quillayute U&A.
- Must have working experience designing, implementing, and analyzing field data research projects.
- Familiarity of ESA habitat consultation and permitting, experience with permit preparation for Army Corp permits, WA State HPA program, or local critical area ordinances. Must be familiar with NEPA and SEPA processes.
- Experience in preparing state, federal grants, or contract applications to secure project funding.
- Must be able to maintain confidentiality of information received orally or through written documents.
- Must be able to work as a team member with other staff and biologist with clear communication, but also able to work independently with little supervision.

**QUALIFICATIONS:**

**Required:** Bachelor of Science in Fisheries, or related biological or geological discipline with two years of relevant work experience involving native Pacific salmon stocks and their habitats.

**SUPERVISORY RESPONSIBILITY:**
This position will be responsible for managing and supervising contractors hired to conduct restoration work or any seasonal employees hired for the same purpose.

**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.

**Disclaimer:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

**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.

**GENEROUS BENEFITS PACKAGE:**

- Employer paid medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program
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