

PYRAMID LAKE FISHERIES

603 SUTCLIFFE DR - Reno, NV 89510

(775) 476-0500 FAX (775) 476-0558

JOB ANNOUNCEMENT

Posting Date: **December 09, 2024**

Closing Date: **Open Until Filled**

POSITION: Executive Director, Pyramid Lake Fisheries

LOCATION: Pyramid Lake Fisheries
603 Sutcliffe Drive
Sutcliffe, NV 89510

SUPERVISOR: Tribal Chairman

SALARY: \$51,817- \$54,438 Per Annum, Steps 1-3, DOE, Salaried Position.
Plus 5% COLA. Housing is provided (if needed).

DEFINITION: Responsible for the management and administration of the Pyramid Lake Fisheries Program. Coordinates the overall planning of inter-departmental programs, fiscal & personnel management; and oversees policies & activities that could impact endangered/threatened species.

DUTIES AND RESPONSIBILITIES:

Develops and implements goals and objectives of the Pyramid Lake Fisheries (PLF) resource management program in accordance with established Pyramid Lake Fishery Conservation Plan, restoration and recovery plans formulated on the Pyramid Lake Fishery and aquatic habitats.

Advised and reports all program activities i.e. planning, fish rearing operation, research projects, and water quality issues to the Tribal Chairman, Fisheries Board of Trustees. Attend all Fisheries Board of Trustees, Tribal Interdisciplinary Team, and Tribal Council meetings as required.

Coordinates all agenda and special action items for monthly Fisheries Board of Trustees meetings, and PLF related special action items for Tribal Council meetings.

Coordinates management activities of the PLF program: makes recommendations to the Fisheries Board of Trustees for any policy or program changes, or improvements to the fisheries program.

Coordinates with the PLF Finance Manager, Fisheries Board of Trustees, Bureau of Indian Affairs and the Bureau of Trust Fund Administration to manage the Pyramid Lake Fisheries Fund. This includes budget analysis, reinvestment of funds, and providing quarterly & annual portfolio trust investment and earned interest reports to the Fisheries Board of Trustees and Tribal Council.

Develops and implements management policies for budget allocations, grants and contracts, personnel management and procurement. Coordinates program and project activities to assure consistence with tribal policies, goals, and objectives. Oversees all records management for PLF.

Must work closely with and supervise all professional, technical and clerical staff of the Pyramid Lake Fisheries. Monitors and evaluates staff performance in accordance with the Pyramid Lake Fisheries Personnel Policies and Procedures Manual.

Must understand complex financial and technical matters. Coordinates overall fiscal responsibilities of all departments, which includes budget formulation, budget modifications, feasibility reports, budget analysis, review of monthly department reports, review of all employee time sheets, and schedules annual Financial audits of the PLF program.

Establish and maintain effective working relationships with staff, departments, external agencies, and the public to recover threatened & endangered fish, river restoration projects, water quality/natural resource protection issues, and combating aquatic invasive species that could threaten native fish in Pyramid Lake and the Lower Truckee River. Promotes teamwork and consistent policy, and provides accurate flow of information.

Develop and maintain liaison with Federal, State, local agencies and the public to ensure that the Fisheries Program is consistent with all Federal, State and local regulations. Attend Management Oversight Group (MOG), Lahontan Cutthroat Trout Coordination (LCT CC), LCT Interagency meetings, and attend other fishery related meetings with federal, tribal, state, or local governments as directed by the Tribal Chairman or the Pyramid Lake Fisheries Board of Trustees.

Coordinates the services of other agencies or consultants as needed, to maintain the efficiency of fishery program operations, or to meet the goals of the Pyramid Lake Fisheries.

Monthly meetings: Water Team Meetings (WTM) with Tribal Council; Tribal Inter-Disciplinary Team (IDT) meetings composed of tribal technical representatives; Truckee River Operation Agreement - Management Operating Agreement (TROA-MOA) meetings as scheduled; monthly Tribal Director coordination meetings; Tribal Regulations Workgroup meetings as scheduled; and attend other Tribal Council meetings as directed.

Performs other related duties as required by the Tribal Chairman or Fisheries Board of Trustees.

Maintains and updates a Fisheries organizational chart, review position and staffing needs, operational procedures, activity schedules, job descriptions, position qualification, salary, and training. Conducts regular PLF managers and employee meetings as required.

Prepares grant proposals for new sources of funding. Provides grant administration, submits reports on the progress of task objectives as specified in grant documents, contracts, and agreements.

Develops and maintain databases, GIS files, and conducts statistical analysis as appropriate while maintaining confidentiality, security, and integrity of all information.

Responsible for the efficient operation and maintenance of assigned work areas following the PLF Health & Safety policy. Provide orientation, safety protocols, and appropriate training for all staff.

MINIMUM QUALIFICATIONS:

Ability to communicate both orally and in writing in order to prepare data required for presentation at monthly fishery board meetings, Tribal Council meetings, federal, state, or local government meetings, and meetings with the public while representing the Pyramid Lake Fisheries.

Ability to plan, supervise and execute management of the Pyramid Lake Fisheries operation.

Ability to coordinate and monitor all finance and budget operations.

Ability to work with minimal supervision and work in a professional manner.

Ability to supervise, monitor and evaluate technical staff and temporary employee performance.

Ability to work collaboratively with others to evaluate and resolve problems.

Ability to plan and conduct an assessment/evaluation on the status of a fishery resource.

Ability to identify local fish, macroinvertebrates, zoo/phytoplankton, and aquatic invasive species.

Ability to make quick and effective decisions in emergency and/or critical situations; resolve problems with reason and analytical skills. Ability to apply field data and statistical analysis into a resource management plan, and make modifications as needed.

Ability to prepare clear, concise, technical reports and other written or electronic presentations.

Experience in mark/recapture of fish using various tagging strategies.

Experience in aquaculture, boat operations, electro-fishing, conducting surveys, gillnetting, water quality monitoring, and water chemistry analysis.

Experience in using various gillnetting techniques to conduct fish population surveys.

Experience in GIS, statistical analysis, and data management interactive techniques.

Experience in using Microsoft Word, Excel, Access, and statistical application software.

Knowledge of working with Tribal, State, and Federal laws, regulations, and guidelines.

Must possess a valid Nevada driver's license and be insurable under the Pyramid Lake Fisheries Insurance policy.

REQUIRED EXPERIENCE AND TRAINING:

Master's Degree in Fisheries, Natural Resource Management, or related field from an accredited college or university.

The MS Degree can be substituted with a combination of experience, and a Bachelor of Science degree with major course work in Fisheries Science, Ecology, Natural Resources, Environmental Science, or closely related degree. All college credit must be verified by original transcript.

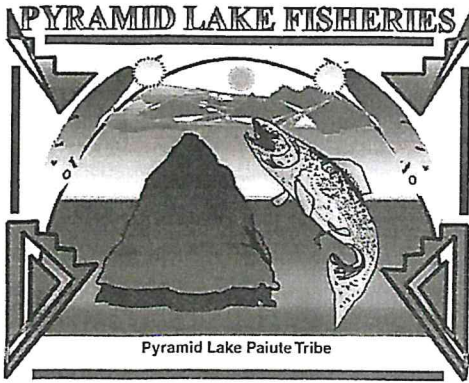
Managerial and supervisory experience in a fishery or natural resource field is highly desirable.

Note: A mobile home in Sutcliffe, Nevada is included with this position, if needed.

TO APPLY: Applications/resumes to be filed at the Pyramid Lake Fisheries Administration Office, located at 603 Sutcliffe Drive; Sutcliffe, Nevada 89510. For more information, please contact Pyramid Lake Fisheries at (775) 476-0500.

TRIBAL DRUG AND ALCOHOL TESTING POLICY: All offers of employment will be contingent upon successfully passing a background investigation, and a urine alcohol/drug screening. A positive drug test (meaning any presence above threshold levels) will disqualify an applicant for employment for a period of six months. The cost of the pre-employment alcohol/drug testing (\$25.14) will be the responsibility of the prospective employee.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, The Pyramid Lake Fisheries is an Equal Opportunity Employer and all qualified candidates will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964. Amended in 1991.



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APPLICATION FOR EMPLOYMENT
(Pre-Employment Questionnaire) (An Equal Opportunity Employer)
Indian Preference Applies

PERSONAL INFORMATION:

DATE: _____

NAME _____ SOCIAL SECURITY # _____

MAILING ADDRESS _____

PHYSICAL ADDRESS _____

PHONE NO. _____ ARE YOU 18 YEARS OR OLDER? YES NO

ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? YES NO

NAME OF TRIBE _____ TRIBAL ROLL NO. _____

EMPLOYMENT DESIRED:

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS TRIBE BEFORE? _____ WHERE? _____ WHEN? _____

EDUCATION:

	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS SCHOOL				

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

PYRAMID LAKE FISHERIES APPLICATION FOR EMPLOYMENT

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GENERAL:

**U.S. MILITARY OR
NAVAL SERVICE**

RANK

**PRESENT MEMBERSHIP IN
NATIONAL GUARD OR RESERVES**

LIST OTHER KNOWLEDGE, ABILITY, SKILLS, EXPERIENCES, TRAINING, COMMITTEE WORK, INTERESTS OR OTHER QUALIFICATIONS RELATED TO THE JOB:

IF REQUIRED, DO YOU HAVE A VALID DRIVER'S LICENSE? _____

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FROM WHICH YOU ARE BEING CONSIDERED? _____ NO _____ YES.

IF YES, WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION? PLEASE DESCRIBE: _____

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FORMER EMPLOYERS: (LIST BELOW LAST 3 EMPLOYERS, START WITH LAST FIRST)

DATE MONTH/YEAR	NAME AND ADDRESS OF EMPLOYER (INCLUDE PHONE NUMBER)	SALARY	POSITION	REASON LEFT JOB
FROM _____ TO _____				
FROM _____ TO _____				
FROM _____ TO _____				

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**REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU,
WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR.**

<u>NAME</u>	<u>ADDRESS AND PHONE NUMBER</u>	<u>BUSINESS</u>	<u>YEARS KNOWN</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

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IN CASE OF EMERGENCY NOTIFY:

NAME: _____ **ADDRESS:** _____ **PHONE:** _____

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CERTIFICATION:

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you."

DATE _____ **SIGNATURE** _____

* ATTACH SPECIAL QUESTIONS IF REQUIRED FOR JOB.