

SUMMIT LAKE PAIUTE TRIBE
Primary Administrative Office
2255 Green Vista Drive, Sparks, NV 89431
(775) 827-9670 Fax (775) 827-9678

POSITION DESCRIPTION
FISH and WILDLIFE BIOLOGIST

Rate of Pay: Dependent on Classification Level and Experience:

Fish and Wildlife Biologist I: \$20.00 - \$25.00
Fish and Wildlife Biologist II: \$26.00 - \$31.00
Fish and Wildlife Biologist III: \$32.00 - \$37.00
Fish and Wildlife Biologist IV: \$38.00 - \$43.00

Benefits: Paid Holidays/Sick Leave upon employment and Annual Leave after successful completion of probation period.

Duration of Employment: Regular, Full-Time (DOF)

Duty Station: Summit Lake Indian Reservation (Reservation), Humboldt County, Nevada and administrative office in Sparks, Nevada

JOB SUMMARY: The Fish and Wildlife Biologist shall assist with management of fish and wildlife resources inhabiting the Summit Lake watershed and surrounding area and depending on classification level shall be responsible for assisting, working with, or supervising other staff to implement work tasks of natural resource programs on the Summit Lake Paiute Reservation.

DUTIES AND RESPONSIBILITIES AS ASSIGNED:

1. Implement management strategies to enhance native species and control non-native species.
2. Monitor physical and biological characteristics affecting fish and wildlife inhabiting the Summit Lake watershed and surrounding area.
3. Assist in the development and implementation of studies to define dynamics and compose models of fish and wildlife populations.
4. Write proposals, compose technical and scientific reports, and contribute to monthly Tribal Council reports.
5. Function as a liaison with federal, state, and tribal agencies and participate in technical inter-agency fish and wildlife management teams.
6. Work within a variety of environmental and natural resource grants/contracts.
7. Assist with environmental monitoring, analysis, and mitigation.
8. Maintain an effective working relationship with supervisor, staff, and tribal members.
10. Contribute to community newsletter, assist with public outreach and produce various media for public education and information.
11. Perform all duties associated with administration, operation and maintenance of the natural resource department in the absence of the Natural Resource Department Director or delegate.
12. Other appropriate and applicable duties based on classification level as assigned.

MINIMUM QUALIFICATIONS:

Fish and Wildlife Biologist I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, wildlife management, or closely related field and 1-4 years of active professional experience in implementing fisheries or wildlife management programs such as conducting research studies including data collection, analysis and interpretation; development and implementation of project proposals for fisheries, wildlife, and/or habitat management projects.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of GIS and GPS hardware/software, scientific research methods, scientific writing, and mathematics used in data analysis.
- Working knowledge of proper wildlife and fish handling, tagging, and tracking techniques; proper data collection and record keeping; Microsoft Office Suite; safe driving techniques on unmaintained dirt/ gravel roads; and ATV/UTV and boat operations and safety.
- Ability to hike for extended periods of time over uneven terrain in inclement weather; live and work as a team member in an extremely remote area of Northern Nevada for extended periods of time; work comfortably in both extremely cold and extremely hot temperatures; live comfortably in primitive housing conditions for extended periods of time; maintain a flexible work schedule – i.e. working on weekends and/or through the night and/or beginning the work day pre-dawn when required by project; be self-motivated with a positive attitude; demonstrate proficient written and verbal communication skills; effectively interact with Tribal members, staff and agency personnel; work independently, collaboratively, and effectively in a cross-cultural environment with people of various skills; read, understand, and interpret reports, charts/graphs, and maps; and identify local flora and fauna.

Fish and Wildlife Biologist II

EDUCATION AND EXPERIENCE: 5-8 years of active professional experience in implementing fisheries or wildlife management programs such as conducting research studies including data collection, analysis and interpretation; development and implementation of project proposals for fisheries, wildlife, and/or habitat management projects OR a Master's degree in biology, wildlife management, or closely related field AND 1-2 years of professional experience as described above; *AND all education and experience required of Fish and Wildlife Biologist I.*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of ecological principals, statistical concepts, survey techniques, and methodologies used in developing fish and wildlife studies and management plans.
- Working knowledge of GIS and GPS hardware/software, scientific research methods, scientific writing, mathematics used in data analysis.
- Ability to write clear and concise reports; and read, understand, and interpret regulations and policies.
- *All knowledge, skills, and abilities required of Fish and Wildlife Biologist I.*

Fish and Wildlife Biologist III

EDUCATION AND EXPERIENCE: 9-12 years of active professional experience in implementing fisheries or wildlife management programs such as conducting research studies including data

collection, analysis and interpretation; development and implementation of project proposals for fisheries, wildlife, and/or habitat management projects; OR a Master's degree in biology, wildlife management, or closely related field AND 5 years of professional experience as described above; *AND all education and experience required of Fish and Wildlife Biologist I & II.*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of budgets, grant development, grant administration; and personnel scheduling, training, and supervision.
- Working knowledge of ecological principals, statistical concepts, survey techniques, and methodologies used in developing fish and wildlife studies and management plans.
- Excellent written and verbal communication skills.
- *All knowledge, skills, and abilities required of Fish and Wildlife Biologist I & II.*

Fish and Wildlife Biologist IV

EDUCATION AND EXPERIENCE: Master's degree in biology, wildlife management, or closely related field AND 10+ years of active professional experience in implementing fisheries or wildlife management programs such as conducting research studies including data collection, analysis and interpretation; development and implementation of project proposals for fisheries, wildlife, and/or habitat management projects OR Ph.D. in biology, wildlife management, or closely related field; *AND all education and experience required of Fish and Wildlife Biologist I, II, & III.*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of budgets, grant development, grant administration; and personnel scheduling, training, and supervision.
- Ability to plan, organize, and evaluate fish and wildlife projects and studies; evaluate personnel and project performance; ensure programs, projects, and assigned staff adhere to Summit Lake Paiute Tribe and Naturals Resources Department policies and procedures;
- *All knowledge, skills, and abilities required of Fish and Wildlife Biologist I, II, & III.*

To Whom Position Reports: Natural Resource Director or delegate as assigned.

Travel Requirements: Weekly travel to Reservation during field season, as well as for Council meetings, workshops, and as needed.

Driver's License: Must possess a valid driver's license and be insurable by Tribe's insurance company. **A copy of applicant's driving record issued by the State Department of Motor Vehicles issued within 30 days of the date of application, must accompany the application.**

Overtime Status: Exempt

Conditions of Employment: Primitive and rustic housing on the Reservation is provided. Employees are expected to adhere to all Summit Lake Paiute Tribe Policies when on Tribal property including during non-working hours.

TRIBAL MEMBER AND INDIAN PREFERENCE: Summit Lake Paiute Tribe is a Tribal member and Indian preference employer, in accordance with Section 7(b)(c) of Public Law 93-638, the Indian Self-Determination Act. However, in all other instances the Tribe complies with Title VII of the Civil

Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.