

SUMMIT LAKE PAIUTE TRIBE
Primary Administrative Office
2255 Green Vista Drive, Suite 402, Sparks, NV 89431
(775) 827-9670 Fax (775) 827-9678

POSITION DESCRIPTION
NATURAL RESOURCES PROGRAM COORDINATOR/BIOLOGIST

Rate of Pay: DOE

Benefits: Paid Holidays/Sick Leave

Duration of Employment: Regular, Full Time (DOE)

JOB SUMMARY: The Natural Resources Program Coordinator/Biologist shall assist with the management of natural resources within the Summit Lake watershed and surrounding area.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Natural Resources Department Director, shall perform the following duties.

1. Provide administrative and clerical support, i.e., respond to correspondence/compose letters, creating/modifying documents, and photocopying/faxing.
2. Assist with financial accounting including track mileage and fuel logs and prepare purchase orders.
3. Develop/improve and maintain filing system of grant records, equipment records, account records, etc.
4. Assists in developing grant narratives, objectives, budgets, cost estimates and identifies new funding sources. Develop programmatic reports in a timely manner and meet all reporting deadlines.
5. Responsible for planning and implementing tribal outreach to stimulate conservation of natural resources.
6. Assist with detailed time records of contributed services and of matching contributions; contributed goods and services, volunteer hours, and/or property raised and spent for projects, maintain record of original receipts.
7. Ensure compliance with the SLPT policies regarding the postage meter machine, copier, and personal computers.
8. Attend meetings and events regarding development proposals and changes to laws and policies that impact the Tribe's natural resources, analyze proposals, and draft comments.
9. Assist with developing natural resource management strategies, including goals, objectives, policies, procedures and budgets.
10. Assist with improving the Natural Resource Department including changes to structure, policies, and procedures.
11. Developing and maintaining a data tracking system, completing final data audits.
12. Assist with organizing and planning field work and drafting field work calendars.
13. Drafting resolutions.
14. Researching and procuring equipment and supplies.
15. Occasional field work.

MINIMUM QUALIFICATIONS:

1. Must possess a Bachelor of Science degree from an accredited college or university in fisheries, conservation biology, wildlife, biology, natural resources, environmental science, hydrology, or other related fields of study.

2. Must possess a minimum of 12 months active service in fisheries, wildlife or natural resource management.
3. Must possess ability to effectively interact with Tribal leaders, staff and agency personnel. Knowledge and experience in project coordination, planning and implementing tribal outreach events.
4. Must be computer literate and proficient with Microsoft Office (Access, Excel, and Word), Adobe Acrobat, and graphics software.
5. Typing minimum 45 WPM
6. Possess professional verbal and written communication skills.
7. Must have professional telephone protocol experience.
8. Excellent reading, writing, grammar and math skills.
9. Strong organization skills, attention to detail and time management.
10. Knowledge of and experience with records management.
11. Must be physically fit and capable of lifting and moving 35 pounds up and downstairs. Possess a valid driver's license, insurable by Tribe's insurance company, and not prohibited from driving a federal government vehicle.
12. Name not included on Federal Excluded Parties List System <http://www.epls.gov>

PREFERRED QUALIFICATIONS:

1. Knowledge of principles in the following disciplines: limnology, botany, watershed management, hydrology, fish population dynamics, aquatic survey techniques, and experimental design.
2. Working knowledge of GIS and GPS hardware/software including ESRI products such as: ArcGIS, ArcMap, ArcView, Trimble Pathfinder software, etc.
3. Working knowledge to design and implement avian and fish species tracking studies using biotelemetry, acoustic, and tagging technologies.
4. Possess the ability to work independently, collaboratively and effectively in a cross-cultural environment with a wide variety of people with various skill levels.
5. 2 years' experience working with Tribal Organizations
6. Experience with contracts and grants administration and financial reports including preparation of budgets.
7. Experience in grant proposal writing.

TRAVEL REQUIREMENTS: Flexibility with regard to business-related travel is a must. This includes overnight trips to Summit Lake Indian Reservation under remote and primitive conditions and attendance at training sessions and conferences as necessary.

To Whom Position Reports:	Natural Resources Department Director
Employee Classification:	Full Time Employee
Travel Requirements:	Occasional travel to reservation
Driver's License:	Must possess a valid Nevada driver's license
Overtime Status:	Non-exempt
Probationary Period:	180 days

TRIBAL MEMBERS AND INDIAN PREFERENCE: The 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.