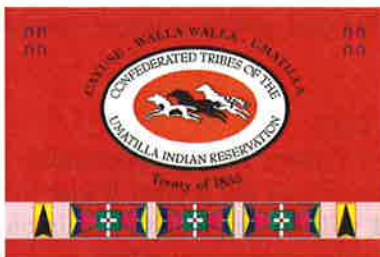


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



Re-Advertised

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Fisheries Biologist III – Freshwater Mussel Project Leader

SALARY: Pay Range: 11
\$61,073.88 to \$91,477.44 annually
DOE/DOQ

DEPARTMENT: Department of Natural Resources

LOCATION: Nixyaawii Governance Center, Mission, Oregon

EMPLOYMENT STATUS: Full Time with Benefits Package
Exempt

SUPERVISED BY: Fisheries Program Manager/RM&E Program Supervisor

OPENING DATE: January 17, 2017

CLOSING DATE: Open until filled with review of complete packets February 13,
2017

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

DNR Mission Statement

To protect, restore, and enhance the first foods – water, salmon, deer, cous, and huckleberry – for the perpetual cultural, economic, and sovereign benefit of the CTUIR. We will accomplish this utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resources policies and regulatory mechanisms.

Fisheries Mission Statement

To provide sustainable harvest opportunities for aquatic species of the first food order by protecting, conserving, and restoring native aquatic populations and their habitats.

Fisheries Research, Monitoring, and Evaluation Mission Statement

Generate knowledge regarding the biological performance and ecology of aquatic species of the First Food order in a scientifically credible and policy relevant manner to inform management and policy decisions.

GENERAL STATEMENT OF DUTIES

The position will utilize principles of fishery science, population dynamics, statistics, sampling theory, and experimental design while functioning as the project leader for the Freshwater Mussel Research and Restoration project. The individual will be responsible for implementing mussel project actions in a manner consistent with the above mission statements as they apply to the Umatilla River Basin and other areas as needed in Northeast Oregon. The individual will work in both field and office settings to carry out freshwater mussel research and restoration projects including data collection and reporting of project findings. The position will provide supervision and direction to mussel project staff for effective and efficient coordination, development, implementation, and administration of monitoring and evaluation activities. The position will also act as an external CTUIR representative for the mussel project in meeting at various agency and academic forums. Working hours may be variable, and include nights, weekends, and holidays. Working hours may include more than the standard 37.5 hours per week.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. Manage and administer Freshwater Mussel Project, including:
 - a) Draft project proposals, SOW's, budgets, work plans (e.g. BPA Pisces Statement of Work).
 - b) Supervise 1-3 full time staff, conduct performance reviews, identify and coordinate staff development needs.
 - c) Supervise implementation of project activities consistent with CTUIR policies, goals and mission statements.
 - d) Ensure supervised staff punctually submits information for quarterly, semi-annual, and annual reports so they can be completed in a manner consistent with funding agency requirements.
 - e) Maximize efficiency and effectiveness of staff and resources across research activities.
2. Provide Freshwater Mussel technical project oversight and guidance to project staff to implement defensible field actions such as freshwater mussel identification, population monitoring, collecting, holding or transporting mussels, extracting larval mussels, inoculation of host fishes, and implementing various translocation or reintroduction programs.
3. Provide Freshwater Mussel technical project oversight and guidance to project staff to implement defensible oversight and supervision for Wet Lab operations dealing with various freshwater mussel experiments (holding, feeding, inoculation, artificial propagation, etc.).
4. Manage, analyze, and evaluate results according to program objectives, meet written reporting requirements and present research findings in professional and public forums. Produce peer reviewed articles and professional presentations related to freshwater mussels.
5. Act as CTUIR representative and participate in planning, scoping, and coordination associated with various related water and fisheries restoration projects in CTUIR ceded area subbasins. Effectively coordinate and integrate mussel research and results with these processes as necessary.
6. Develop collaborative relationships with co-managers (e.g. state agencies, watershed councils), non-governmental organizations, private landowners, and universities to develop cost-share opportunities, distribute project workloads, implement collaborative projects, and ensure projects are coordinated and scientifically defensible.

7. Coordinate with internal (CTUIR) and external fisheries RM&E projects to develop and maintain state-of-the-art and scientifically defensible monitoring methods and reporting.

Secondary Job Functions:

1. Assist with other CTUIR project work that is related to mussel project objectives as needed.
2. Coordinate with DNR Public Outreach Coordinator, CTUIR Public Affairs Office or Fisheries Program Manager to disseminate research results to Tribal and non-Indian communities or to prepare news releases regarding ongoing mussel research and restoration efforts to encourage public support and involvement.

SUPERVISORY AUTHORITY: Supervise 2 full time staff (likely to increase in future)

SIGNATORY AUTHORITY: Project Employee Time Sheets, travel advance/expense, leave requests.

ACCESS TO SENSITIVE AREAS: None

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Possess a Master's degree in Fisheries Science or a closely related field (ex. Aquatic Fisheries Ecology) and at least five years of specific freshwater mussel Research, Monitoring and Evaluation job experience with demonstrated knowledge of:
 - Implementation of field sampling techniques (i.e. wading and snorkeling) for identifying distribution and abundance of freshwater mussels in rivers and streams;
 - Experimental design in freshwater mussel translocation, population dynamics, laboratory experiments, artificial propagation, with data collection/statistical analysis/reporting;

OR

Possess a Bachelor's degree in Fisheries Science or a closely related field (ex. Aquatic Fisheries Ecology) and seven years of relevant experience with at least five years of specific freshwater mussel Research, Monitoring and Evaluation job experience with demonstrated knowledge same as above.

2. Demonstrate experience and knowledge of:
 - Supervision of biologists/technicians in performing field work and data summarization
 - Interagency coordination/co-management as a fisheries RM&E biologist
3. Must be able to effectively communicate by phone, email, etc., with people from a variety of agencies and cultures about the project objectives and methods. Excellent written and oral communication skills are necessary. Experience in producing peer reviewed articles and professional presentations are preferred.
4. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.
5. Ability to work effectively and positively in a team environment or independently in field, office, laboratory settings.
6. Willingness to work under a variety of sometimes adverse field conditions (e.g. hiking with gear to remote locations; hot, cold, and wet conditions involving up to 12-hour workdays wading in streams).
7. Ability to effectively use Microsoft Word, Excel, Outlook and other PC software such as
8. Must have a valid Oregon driver's license and be able to drive and meet insurance requirements for government vehicles.
9. *Technical writing sample (5-20 pg. minimum) must be included with application materials.*

PHYSICAL DEMANDS:

Field duties occur in remote areas throughout Northeast Oregon and Southwest Washington and require:

1. Ability to carry/lift 40-50 pounds for at least 100 yards repeatedly during the workday over uneven and slippery terrain.
2. Ability to walk (3-9 miles a day) in uneven, hilly terrain, in and along streams and rivers.
3. Ability to work outdoors in inclement weather in and around water for extended periods.
5. Ability to work in uneven and slippery terrain.
6. Ability to sit and work at computer work station for several hours.
7. Ability to work modified work hours, nights, and weekends.

Table 1. Estimated Allocation of Job Functions (based on 1950 hours/yr).

Primary Functions	% Time*	Days	Work Weeks
1. Manage, administer & supervise FW Mussel Project	25.0	65.0	13.0
2. Provide technical project oversight and guidance	25.0	65.0	13.0
3. Manage data, analyze and report results	25.0	65.0	13.0
4. Participate in planning, scoping and coordination associated with water/fish projects in ceded area subbasins	10.0	26.0	5.2
5. Develop collaborative relationships with co-managers, NGO's, private landowners, and universities	5.0	13.0	2.6
6. Coordinate methods with other projects	5.0	13.0	2.6
Secondary Functions			
1. Assist other projects as needed	2.5	6.5	1.3
2. Disseminate data and information via CTUIR/DNR public outreach	2.5	6.5	1.3
Total	100	260	52

*Note: Percentages will be applied to employee work plan & performance evaluation.

Service Objective: Responsibilities to Tribal Community

1. Responsive to community goals and Tribal treaty rights for native aquatic community protection and restoration for the purpose of maintaining an active Tribal culture.
2. Performs job in a professional and ethical manner.
3. Courteous and respectful to community members.
4. Provide documentation (annual reports, posters, slide presentations and other media) that communicate the work of the program and the benefits to the Tribal community.
5. Ability to support fisheries education in Tribal schools and through internship opportunities for young Tribal members (anticipated one or two events)

Supportive Work Environment

1. Create and maintain a professional and supportive work environment that encourages open constructive criticism of ideas and focus on the prime goal of fulfilling the CTUIR Fisheries Habitat Mission.
2. Communications.
 - a. Keep others informed of work issues and programs by maintaining frequent communications (ex. web postings of reports, public assess of raw data [ie.DNR stream temperature data]).
 - b. Work at the most direct and immediate level to resolve issues of conflicting personalities and needs.

3. Develop and maintain proactive working relationships with funding agency contract officer technical representatives.

Organization Improvement:

1. Commitment to a philosophy of quality improvement. Demonstrate ability to efficiently manage the research group in a manner that is quantifiable.
2. Initiate creative solutions to resolve problems and capitalize on opportunities both within and outside of the organization.
3. Show evidence that CTUIR resources are used in a cost-effective manner.
4. Participate in applicable training.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.06.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form (both sections, if applicable)
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.
8. *Technical writing sample (5-20 pg. minimum) must be included with application materials.*

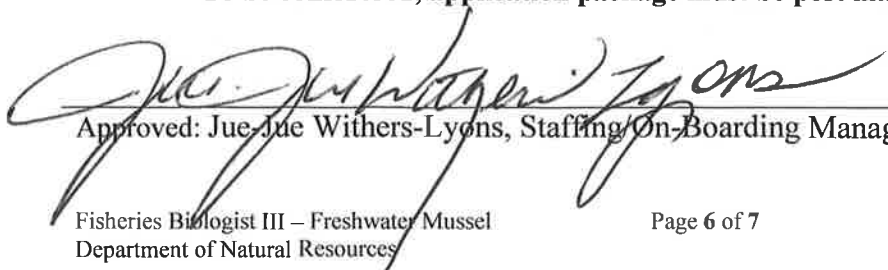
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.


Approved: Jue Jue Withers-Lyons, Staffing/On-Boarding Manager

1.17.17
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date