



PEORIA TRIBE

OF INDIANS OF OKLAHOMA

Position: **Lead Mussel Biologist**
Department: **Natural Resources**
Location:
Reports to: **Director of Natural Resources**
Supervises: **Mussel Tech**

Position Status: **Full Time Reg.**
Exempt Status: **Non-Exempt**
Pay Grade:
Adopted/Revised:

Peoria Tribe of Indians of Oklahoma

Job Description

Equal Employment Opportunity Statement

The Peoria Tribe of Indians of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment. Individuals of Indian ancestry will be given preference by law in initial employment or re-employment.

Position Purpose:

The Lead Mussel Biologist is responsible for developing and administering the Peoria Tribe's Endangered Species and Freshwater Mussel Program. Additional duties may include grant writing, field team management, outreach and education of Tribal youth, as well as cross-training and participation in other Natural Resource departments.

Essential Duties and Responsibilities:

- Identify, collect, and propagate native freshwater mussels.
- Build and maintain freshwater aquaculture systems.
- Act as team lead for mussel surveys, fish surveys, and habitat assessments.
- Coordinate with Tribal leaders, Tribal Citizens, USFWS, State and other entities for wildlife research, restoration, and augmentation projects.
- Assist in research programs including toxicology, phycology, and environmental assessments.
- Manage and interpret large sets of data and use analytical techniques to interpret the results.
- Draft progress reports, and report on the completion of activities.
- Present laboratory updates to the public.
- Develop and administer outreach and education programs for Tribal Citizens and Local Youth.
- Use ArcGIS and GPS to assess field sites.
- Lead and participate in discussions with Tribal Citizens and members of the community to identify, prioritize, and document community concerns.

Additional Expectations:

- Organize work in a timely manner to meet all deadlines and schedules.
- Travel both in and out of state for necessary training.

- Work overtime when necessary.
- Comply with all reporting requirements of grants.
- Maintain appropriate files and records.
- Other duties as assigned.

Minimum Qualifications:

To qualify for this position, you must possess at least one of the following qualifications.

Education:

- Possess a Bachelor of Science in Field Biology, Ecology, Zoology, Environmental Science, or other related fields. At least 24 semester hours must be in coursework related to scientific or technical study including biology, chemistry, statistics, scientific writing, ecology, agriculture, environmental science, wildlife biology, and others. At least 6 semester hours must be directly related to this position (fisheries management, ichthyology, malacology, phycology, aquatic botany, stream ecology, limnology, etc.).

-OR-

Experience:

- At least two years of mussel production experience.
- Has led research projects, wildlife surveys, or environmental assessments.
- Knowledgeable on statistical analysis and statistical analysis software.

-OR-

Successful completion of a combination of education and experience as described above. Related work experience and/or higher education resulting in a Master's degree is preferred.

Additional Knowledge, Skills and Abilities:

- Must be able to manage a mussel production facility.
- Grant writing experience preferred.
- State and Federal permitting knowledge preferred.
- Needs excellent verbal and written communications skills.
- Needs excellent organization and record-keeping skills to accurately maintain files, correspondences, records, and issue follow-up reports.
- Must be able to conduct meetings/discussions with Tribal and community members.
- Must be proficient with computers and programs such as Word, Excel, and PowerPoint. Proficiency in ImageJ, R, and video editing preferred.
- Needs to be able to pull a boat, and safely operate a boat for mussel surveys and collections.

Certifications:

- Valid Driver's License and Insurance.
- SCUBA certification preferred.
- Oklahoma Boater Card (or willingness to procure boater card once hired).

Conditions of Employment:

The Peoria Tribe of Indians of Oklahoma operates a drug-free workplace.

- May be required to submit to and pass applicable drug test and background check.
- Adhere to all work rules, policies & procedures, and safety standards.

Work Requirements:

Position involves prolonged sitting, standing, stooping, or bending, lifting, or carrying up to 50 pounds on a daily basis. Work is generally performed in a laboratory environment and outside with varying levels of lighting, air quality, noise, and / or temperature. Will also need to be able and comfortable to work in rivers and ponds, on a boat, and or with snorkeling/diving.