



# Swinomish Indian Tribal Community

## Job Announcement: Shellfish Management Biologist

### Position Details

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Job title: Shellfish Management Biologist

Salary: \$65,000-\$80,000 based on experience

Benefits: Health and dental insurance; paid holiday, annual, and sick leave; retirement plan

Work schedule: 40 hours/week including night, weekend, and holiday work hours

Duration: Full-time

Application deadline: August 27, 2018

Interviews conducted: September 2018

Anticipated start date: Fall 2018

Position Location: La Conner, Washington

### General Function

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The Shellfish Management Biologist is a full-time, 40 hours per week, position reporting directly to the Fisheries Manager and secondly to the Assistant Fisheries Manager or Senior Shellfish Biologist. The Shellfish Management Biologist will apply the best available science, including population modeling and novel research, to the management of shellfish populations in the Tribe's usual and accustomed fishing areas.

### Representative Essential Duties and Responsibilities

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This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or logically assigns to the position.

Shellfish Management Biologist duties include but are not limited to the following tasks:

- Prepare, write, and coordinate harvest plans, agreements, and regulations.
- Monitor in-season catches and remaining harvestable numbers.

- Formulate and recommend decisions regarding policies and procedures impacting the Tribe's shellfish resources to the Swinomish Fisheries Manager, Assistant Fisheries Manager, Fish and Game Committee, and/or Tribal Senate.
- Work cooperatively with state, tribal, federal, and regional biologists and managers.
- Attend management meetings and serve as a liaison between other fisheries officials and Swinomish tribal leadership.
- Work with the Fisheries Administrative Assistant to notify fishermen of regulations, schedules, and in-season adjustments. Coordinate with Fisheries Enforcement to identify enforcement needs and address issues.
- Coordinate and conduct shellfish test fisheries; summarize and report results.
- Collect, obtain, and analyze shellfish population data including (but not limited to) population surveys for intertidal and subtidal species.
- In collaboration with other Fisheries Department staff, design and execute hypothesis-driven research to address gaps in our knowledge of shellfisheries resources.
- Serve as principal statistician for shellfish team, leading population modeling efforts and assisting with other ecological investigations such as time-series analyses and multivariate statistics.
- Author and/or co-author technical and peer-reviewed manuscripts.
- Other duties as assigned.

## Other Duties

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Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform other office and field duties from time to time. Such duties may or may not be related to their regular responsibilities. Specific job functions and duties may evolve as needed to meet department and project requirements.

The position requires the ability and willingness to work professional hours outside the standard work schedule in order to accomplish work objectives, such as surveying during low tides that occur at night and/or over weekends. Work schedules will comply with non-standard work hour guidelines. The Shellfish Management Biologist will frequently use independent judgment to ensure efficient accomplishment of work tasks.

## Working Conditions

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The working conditions described here are representative of those that must be met by the employee to successfully perform the essential duties of this position.

The Shellfish Management Biologist must be able and willing to:

- Work outdoors in inclement weather.

- Walk long distances over uneven and sometimes slippery surfaces carrying heavy equipment.
- Lift and/or move  $\leq 40$  pounds over short distances ( >50 feet ).
- Walk, stand, sit, kneel, climb, and stoop for long periods (up to several hours).
- Communicate effectively in spoken and written English.
- The Swinomish Indian Tribal Community is on a four-day work schedule; offices are closed on Fridays. Work hours are Monday through Thursday 8:00AM to 6:00PM, although field work typically requires working odd hours and weekends.

## Minimum Position Requirements

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- A Master of Science degree in a biology, marine biology, fisheries, environmental science or other related science plus two years of work experience. Equivalent combinations of experience and education will also be considered on a case-by-case basis.
- Demonstrated competence in statistical methods such as Bayesian statistical methods, time-series analysis, regression, variance analyses, mark-recovery calculations, and/or multivariate analyses; proficiency in the R statistical programming language required.
- Database management skills and experience; strong computer skills with MS Office capabilities.
- Experience writing and publishing reports and/or manuscripts.
- Established record in developing novel research.
- Exceptional communication and organization skills.
- Must be physically fit.
- Ability to maintain a positive, professional, and team-oriented attitude in challenging situations.
- Strong work ethic and ability to work independently in both field and office settings.

## Preferred Position Qualifications

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- Established record in developing fisheries population research (vertebrate or invertebrate).
- Genuine interest in improving fisheries forecasts for Dungeness crab, shrimp, sea cucumber, geoduck, and other valuable shellfish species.
- Experience identifying shellfish species in inland Washington waters.
- Strong oral and written communication skills, with the ability to effectively communicate project components to both a technical and general public audience.
- Proven publication record.
- Working experience handling, launching, retrieving, and trailering small-craft vessels.

## Special Requirements

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- Must have valid Washington State Driver's License (or ability to immediately switch to WA driver's license if moving from out-of-state)
- Must pass a drug test, including a marijuana test, and background check
- Washington State Boater Education Card required or willingness to obtain certification

## Employment Conditions

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The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt. Consistent with practices of federally-recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening (per job description) and criminal background investigation.

## Application Instructions

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- Request a Swinomish Indian Tribal Community application by visiting our website (<http://www.swinomish-nsn.gov/resources/human-resources.aspx>), calling (360) 466-7353, or emailing [aiedwards@swinomish.nsn.us](mailto:aiedwards@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Include a **CV** that includes specific duties and responsibilities of previous positions.
- Include the completed Swinomish Tribal Community **application form**; do not write "see CV" on the application.
- Return application form, cover letter, and CV to Alethia Edwards, Human Resource Director, by the deadline via email. Please copy [lclifton@swinomish.nsn.us](mailto:lclifton@swinomish.nsn.us) on all application submissions.

[aiedwards@swinomish.nsn.us](mailto:aiedwards@swinomish.nsn.us)

Swinomish Indian Tribal Community  
Personnel Office  
PO Box 817  
11404 Moorage Way  
La Conner, WA 98257

- Questions regarding the application process may be directed to Alethia Edwards at [aiedwards@swinomish.nsn.us](mailto:aiedwards@swinomish.nsn.us)
- Questions regarding this specific position may be addressed to Tandy Wilbur ([tandywilbur@swinomish.nsn.us](mailto:tandywilbur@swinomish.nsn.us)) or Julie Barber ([jbarber@swinomish.nsn.us](mailto:jbarber@swinomish.nsn.us)).