



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	N
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	N

*Depending on qualifications, the successful candidate will be appointed at either a Geoscience Specialist 2 or Geoscience Analyst (Specialist 3).

JOB TITLE: Geoscience Specialist2/Analyst (Specialist 3)

Closes: 3/23/2022

DEPARTMENT: Environmental Protection (DEP) /Natural Resources

POSITION SUMMARY:

The Geoscience Specialist 2/Analyst (Specialist 3) provides analytical, programmatic, and/or technical support for the Swinomish Department of Environmental Protection Groundwater and Nearshore Programs, by ensuring proper data collection and management, data analysis and reporting, and administration and planning of groundwater and nearshore projects. Position is responsible for supervising staff, coordinating program spending, assisting in grant writing for ongoing and new funding applications, preparing technical reports, presentations and reviewing documents; drafting and/or commenting on Tribal environmental policies related to geology and geomorphology. The position is supervised by the Environmental Director, is managed by the Hydrogeologist, collaborates with other DEP Staff, and provides oversight to 2-4 technical environmental staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Programmatic duties include managing technicians in collection and management of groundwater and nearshore data; overseeing data entry, data quality control, and data management; analysis and reporting.
 - a) Geoscience Specialist 2 responsibilities include:
 - Supervision of 2-4 technical staff;
 - Coordinate and participate in data collection events/fieldwork;
 - Conduct data quality assurance, exploratory data analysis, statistical trend analyses of data;
 - Manage ongoing database development;
 - Prepare internal data reports and presentations;
 - Plan and coordinate meetings for internal departmental collaboration.
 - b) Geoscience Analyst (Specialist 3) responsibilities include, *in addition to those listed for Specialist 2:*
 - Prepare technical reports and programmatic guidance documents.

- 2) Implements and manages 2-5+ DEP programmatic grants and contracts as directed by the Hydrogeologist including;
 - a) Geoscience Specialist 2 responsibilities include:
 - Assist in grant development, researching available grants, drafting work plans & budgets for on-going and new applications for grants/funds;
 - Coordinating program spending;
 - Draft project/contract work scope and manage 1-2 projects including tracking budgets for contracts.
 - b) Geoscience Analyst (Specialist 3) responsibilities include, *in addition to those listed for Specialist 2*:
 - Full scope of grant development including internal submissions checklists, approvals, etc.;
 - Draft project/contract work scope and manage 2+ projects including tracking budgets for contracts.
- 3) Conduct special studies and analytical projects to fill data gaps and identify potential geologic/hydrologic hazards or impacts:
 - a) Geoscience Specialist 2 responsibilities include:
 - Assists with project planning and implementation
 - Data collection and preliminary data analysis
 - Technical reporting and review
 - b) Geoscience Analyst (Specialist 3) responsibilities include, *in addition to those listed for Specialist 2*:
 - Lead project planning & implementation.
- 4) Contributes to reports, presentations, and research proposals for internal and external audiences.
 - a) Geoscience Specialist 2 responsibilities include:
 - Prepares posters and oral presentations for regional scientific conferences, independently or in collaboration with other DEP staff at the Director's discretion.
 - b) Geoscience Analyst (Specialist 3) responsibilities include, *in addition to those listed for Specialist 2*:
 - Drafts and/or comments on Tribal environmental policies related to groundwater and nearshore conditions based on data analysis as directed by the Environmental Director or Hydrogeologist.
 - Drafts reports, presentations, and research proposals based on data analysis.
- 5) Because of the Tribe's commitment to service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- For Geoscience Specialist 2:
 - Bachelor's degree with emphasis and college coursework in geology, hydrology, earth science, or other discipline appropriate to the position (Master's degree *IS DESIRED*) AND
 - 2 years of experience at the Specialist 1 level or comparable job experience, OR,
 - Any combination of the above education and professional experience that provides 6 years of comparable responsibility in data collection and data management to acquire the necessary knowledge, skills, and abilities to perform the work
- For Geoscience Analyst (Specialist 3):
 - Master's degree with emphasis and college coursework in geology, hydrology, earth science, or other discipline appropriate to the position AND
 - 2 years of experience at a Specialist 2 level or comparable job experience, OR,
 - Any combination of the above education and professional experience that provides 6 years of comparable responsibility in data collection and data management to acquire the necessary knowledge, skills, and abilities to perform the work

- Proficient with software programs including Microsoft Word, Excel, Outlook and Access
- Ability to follow detailed data collection and data quality assurance/quality control procedures
- Physical ability to work in the field including wading in streams, wetlands, and at beaches; work outdoors during inclement weather; as well as work in an office setting;
- Valid Washington State Driver’s License
- Washington State Boater Education certificate *IS DESIRED*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication and interpersonal skills
- Ability to work independently and efficiently
- Demonstrated excellent oral and written communication skills
- Supervisory experience and experience maintaining effective team relationships *IS DESIRED*
- Demonstrated experience performing statistical analysis using R, Python, SPSS, XL Stat, SAS, Minitab, or other statistical software *IS DESIRED*
- Experience using ArcGIS Online and/or Collector *IS DESIRED*
- Familiarity with Swinomish or other tribal government and communities *IS DESIRED*
- Experience in handling, launching, and retrieval of boat in area waters *IS DESIRED*

WORK ENVIRONMENT AND TIME COMMITMENT

- Work schedule is 40 hours per week. This is a full-time position.
- Work is performed both in an office environment and outdoor field environment. Must be physically able to work in the field including, bending, lifting, walking over rough terrain, wading in streams, wetlands, and at beaches.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Geoscience Specialist 2/Analyst (Specialist 3) is considered to be a non-exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extensive criminal background check.

TRIBAL PREFERENCE

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.

Employee: _____

Date: _____

Supervisor: _____

Date: _____