



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11373 Moorage Way  
La Conner, WA 98257  
Phone (360) 466-7347 | Fax (360) 466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	No
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	No

**Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities**

**JOB TITLE:** Shellfish Harvest Management Biologist

**DEPARTMENT:** Fisheries

**POSITION SUMMARY:** The Shellfish Harvest Management Biologist is a full-time, 40 hours per week position reporting directly to the Fisheries Manager. The Shellfish Harvest Management Biologist will advise tribal fisheries policy by conveying technical fisheries information to decision-making authorities within Swinomish. They will apply the best available science, as well as knowledge of fisheries policy needs, to primarily aid in the management of shellfish fisheries within the Tribe's usual and accustomed fishing areas. The position will also utilize fisheries sampling, catch accounting, and research to assist and improve management of shellfish.

**Applicants must submit three items to be considered for the job: cover letter, CV, and Swinomish application.** Email [hr@swinomish.nsn.us](mailto:hr@swinomish.nsn.us) or mail a complete employment application to Swinomish Indian Tribal Community, 11404 Moorage Way, La Conner WA 98257. Position open until filled. Salary will start at \$80,000 but is negotiable depending on experience.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Prepare, write, and coordinate harvest management plans, agreements, and regulations in cooperation with state, tribal, and regional biologists and managers
  - Summarize draft management plans and proposed edits/changes to the Fisheries Manager, including the potential impacts of any edits/changes to the management plan

- Participate in and inform policy level discussions/negotiations between fisheries managers
  - Participate in technical discussions among shellfish biologists
- Monitor in-season catches and remaining harvestable numbers
  - Evaluate catch data in the context of fishery planning and shellfish biology to inform policy-level decisions
- Formulate and recommend decisions regarding policies and procedures impacting the Tribe's shellfish resources to the Swinomish Fisheries Manager, Fish and Game Committee, and/or Tribal Senate
- Serve as a liaison between other fisheries officials and Swinomish tribal leadership
  - Plan, coordinate, and schedule policy-level meetings as directed by the Fisheries Manager
  - Write communications to comanagers expressing the position of Swinomish management on fishery-related matters
  - Communicate to the Swinomish Fish and Game Commission as directed by Fisheries Manager or as asked by the Commission, including catch updates, reminders of quotas/regulations, and reminders of ongoing policy discussions
- Coordinate and conduct shellfish test fishery surveys, analyze the data, and summarize results
- 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
- Work with tribal attorneys, Swinomish Fisheries Enforcement, and Swinomish management to effectively and sensibly update fishing regulations
- Supervise up to three part-time fisheries technicians
  - Coordinate work assignments with other shellfish biologists
- Co-represent SITC Fisheries in the Pacific Northwest Crab Research Group (PCRG)
- Work closely in collaboration with the Fisheries Department Environmental Specialist (who specializes in larval and juvenile Dungeness crab research) to ensure synergy with adult crab research
- Other duties as assigned

#### **MINIMUM QUALIFICATIONS**

- A Master of Science or Arts degree in a marine policy, marine biology, fisheries, environmental science, environmental policy or other related field OR a Bachelor's of Science or Arts in marine policy, biology, marine biology, fisheries, environmental science or other related science and five years of experience working on fisheries management or environmental policy issues
- Strong oral and written communication skills, with the ability to effectively communicate project components to both a technical and general public audience
- Experience utilizing databases
- Expert with Microsoft Office applications including Excel, Access, PowerPoint, and Word

- Knowledge and experience in commercial fishing practices and principles of harvest management and statistics
- Must have valid Washington state driver's license or be able to obtain one if offered the job

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Sensitive to American Indian culture, customs, and traditions
- Will work on behalf of Swinomish interests to sustainably manage all shellfish within the Salish Sea
- Genuine interest in furthering effective and sustainable fisheries management practices
- Exceptional organizational skills and ability to multitask
- Ability to maintain a positive, professional, and team-oriented attitude in occasionally challenging and stressful situations
- Database management skills and experience; strong computer skills with MS Office capabilities
- Experience writing and publishing reports, manuscripts, and/or policy documents. Must also be able to interpret the literature and apply the best available science to fisheries management applications
- Commit to working on scheduled field days, including occasional work on weekends, evenings, or at odd hours, sometimes in inclement weather
- Strong work ethic and ability to work independently in both field and office settings

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Familiar with R statistical programming language or other statistical software
- Familiarity with shellfish species in inland Washington waters
- Familiarity with fisheries comanagement structure within the State of Washington
- Skilled at operating GPS and other navigation tools
- Be physically fit and able to walk long distances over uneven surfaces carrying heavy (up to 40 lbs) equipment in order to assist with various shellfish surveys when needed
- Working experience handling, launching, retrieving, and trailering small-craft vessels
- Familiarity with nautical charts and basic understanding of waterways of Washington waters
- Comfortable working on boats, including small commercial fishing vessels and working with and around commercial fishing equipment
- Current first aid, CPR, DAN O2 certifications (or willingness to obtain certification if offered job)

### **WORK ENVIRONMENT AND TIME COMMITMENT**

1. Work schedule is 40 hours per week, Monday through Friday (8 hr days). This is a full-time position.
2. This position requires a roughly 90/10 split of time between office work and field work.
3. 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 and occasional weekend

travel. Work schedules will comply with non-standard work hour guidelines. The Shellfish Harvest Management Biologist will frequently use independent judgment to ensure efficient accomplishment of work tasks.

4. Considerable time may be spent at a computer work station in the performance of administrative tasks.
5. Field work may be performed under physically stressful conditions and may involve extended periods of sitting, standing, or walking.
6. Work outdoors in inclement weather-including rain, snow, wind, severe heat, and darkness
7. Walk long distances(> 1 mile) over uneven and sometimes slippery surfaces carrying heavy buckets or other equipment
8. Lift and/or moves; up to 40 pounds over distances
9. Walk, stand, sit, crawl, kneel, climb, and stoop for long periods (up to several hours)
10. Operate vehicles or vessels safely in field situations and on highway or waterway

### **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Shellfish Harvest Management Biologist is considered to be a non-exempt "non-standard hour" position. This position does not involve regular contact with or control over children and is not a Testing Designated Position subject to random testing under the Tribe's Drug and Alcohol-Free Workplace Policy. 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 extended 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.