



QUARTZ VALLEY INDIAN RESERVATION Job Description

Job Title:	Biologist	Location:	Quartz Valley, CA
Department:	Environmental Protection	Reports to:	Environmental Director
Compensation	\$20.00-\$25.00 per hour DOE	Applications Due	
Schedule	Full-time, seasonal + more as assigned and as funding allows	For Application Call	Charlene Henry 530-468-5907

Position Summary:

Reports to and is under the direct supervision of the Environmental Director and under the general supervision of the Business Council. Responsible for carrying out biological investigations, managing data, drafting reports, engaging in restoration and assisting education events for Quartz Valley Indian Reservation Environmental Protection Department.

DUTIES AND RESPONSIBILITIES

- Follow all guidelines and meet grant requirements of the Environmental Program including but not limited to: US EPA Programs, BIA Natural Resource Programs, BOR Tribal Affairs and the Environmental Laboratory Accreditation Program.
- Draft a variety of analytical and technical reports for the Tribe and for funding agencies.
- Work closely with the Environmental Director, department personnel, Tribal personnel, and outside agencies to coordinate program activities.
- Field Work: Conduct field surveys including surface and ground water quality monitoring, spawning surveys, fish counts, database management, and equipment maintenance.
- Laboratory Work: Perform PE (Performance Evaluation) samples on an annual basis to ensure accuracy. Maintain laboratory equipment and databases.
- QA/QC Officer: Ongoing review of monitoring methods and equipment calibration, auditing databases, chain of custody forms, datasheets and insuring adherence to field and laboratory QA/QC programs.
- Attend technical trainings and meetings as needed.
- May be assigned other duties as required to meet the needs of the organization.

SUPERVISORY RESPONSIBILITIES:

May be assigned as necessary.

DESIRABLE QUALIFICATIONS:

- Education resulting in a minimum of a Bachelor's Degree in Biology, Forestry, Natural Resources, Environmental Science, Wildlife Management, or a related field.
- Experience implementing natural resource projects (ex: data collection, restoration, etc.).
- Familiar with the Quartz Valley Indian Reservation and Scott Valley.
- Possess understanding of water, fisheries and forestry issues related to Tribes in Northern California.
- Documented research and reporting skills.
- Experience working with state and federal agencies and Tribes.

MINIMUM QUALIFICATIONS

1. Most possess a college degree in a related field of study; related work experience and college credits may be used for substitute.
2. Able to prepare clear, concise, and complete technical documents, reports, and other written materials.
3. Proficient in reading and understanding verbal and written instructions.
4. Must have excellent communication skills and be able to communicate effectively with officials and individuals of various agencies in relation to this project.
5. Must be able to perform research duties.
6. Demonstrated ability and willingness to carry out technical field work in support of program goals and objectives.
7. Skill and experience in functioning in a multi-disciplinary team environment.
8. Able to exercise sound independent judgment within established guidelines and protocol.
9. Must be willing to travel occasionally to meetings and/or trainings.
10. Must be willing to attend evening or weekend meetings as required.
11. Must be willing to work unusual work hours to collect samples.