QUARTZ VALLEY INDIAN RESERVATION
Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Fisheries Biologist</th>
<th>Location:</th>
<th>Quartz Valley, CA</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Environmental Protection</td>
<td>Reports to:</td>
<td>Environmental Director</td>
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<tr>
<td>Compensation</td>
<td>$23-25 per hour DOE</td>
<td>Applications Due</td>
<td></td>
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<td>Schedule</td>
<td>32 hours per week</td>
<td>For Application Call</td>
<td>Charlene Henry 530-468-5907</td>
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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 fisheries grant duties and investigations for Quartz Valley Indian Reservation Environmental Protection Department.

DUTIES AND RESPONSIBILITIES:

- Develop annual grant applications for existing fisheries grants, and work with the Environmental Director to seek additional funding for QVIR’s fisheries programs.
- Prepare a variety of analytical and technical reports for the Tribe and for funding agencies.
- Act as liaison on specific environmental program matters with other departments and outside agencies and organizations at the direction of the Environmental Director.
- Work closely with the Environmental Director, department personnel, Tribal personnel, and outside agencies to coordinate and implement fisheries program activities.
- Field Work: Conduct field surveys including but not limited to: spawning surveys, fish counts, juvenile dive surveys, pit tagging, database management, and equipment maintenance.
- Compile and draft fisheries data for reports and presentations.
- Provide assistance and administrative support to the Environmental Director for related grants and programs.
- Attend technical trainings and meetings as needed.
- May be assigned other duties as required to meet the needs of the organization.

SUPERVISORY RESPONSIBILITIES:

Responsible for direction and supervision of the fish crew, including seasonal part-time employees.

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

**Knowledge, Skills, and Abilities**

1. Ability to understand, apply, and comply with federal laws, regulations, policies, procedures, and program standards in the water quality and fisheries assessment, implementation, and planning process.
2. Familiarity with applicable federal laws on Indian reservations.
3. Knowledge of research and survey methodology commonly used to assess environmental impacts, to classify or identify sources of environmental pollution and factors contributing to environmental degradation, or impacts on natural resources including but not limited to fisheries.
4. General knowledge and practice in data collection and analysis techniques, and in formulating qualitative and quantitative standards.
5. Able to prepare clear, concise, and complete technical documents, reports, grants, and other written materials.
6. Demonstrated ability and willingness to carry out technical field work in support of program goals and objectives or in investigating potential environmental impacts.
7. Must be willing to travel and attend evening and weekend meetings on occasion.
8. Must be willing to work unusual hours to collect samples and complete surveys.
9. Ability to function effectively under pressure of time and/or demands of several tasks at once by organizing and prioritizing workload.
10. Ability to maintain confidentiality of records and information pertinent to the nature of the work.

**Work Environment**

Work is performed in an office setting and also out in the field.

**MINIMUM QUALIFICATIONS**

Baccalaureate Degree from an accredited college in Environmental Science, Biology, Natural Resource Management, Wildlife Management, Forestry or a related field is required.

For an application and more information on this position, please call Charlene Henry, Director of Human Resources at 530-468-5907.

Application Deadline: Monday, November 15th, 2022