Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT
JOB TITLE: Fin Fish Program Manager
Lummi Natural Resources (LNR)
RE-ADVERTISED

OPEN: August 8, 2018
EXEMPT: Yes
SALARY GRADE: (11) $33.18-37.16/hr
SHIFT: Day
LOCATION: Tribal Administration
DURATION: Regular Full Time

CLOSE: September 6, 2018
JOB CODE:
DIVISION: Fisheries
DEPARTMENT: Natural Resources
SUPERVISOR: Fisheries Manager
VACANCIES: 1

JOB SUMMARY:
This is an exempt position that serves as a senior staff natural resource specialist and program manager, and will be assigned projects that are a high priority for the Lummi Natural Resource (LNR) Department. The Finfish Program Manager will provide leadership, management and technical support services to achieve the Lummi Indian Business Council's (LIBC) and LNR's near term objective of realizing salmon harvests comparable to those experienced during the mid-1980s, and in the long term providing Lummi fishers with an opportunity to earn a "moderate living" from fishing while fulfilling ceremonial and subsistence harvest needs. The Finfish Program Manager will manage all aspects of LNR's finfish harvest and stock assessment operations (for salmon, steelhead, halibut, herring, hooligans, etc) in a manner consistent with existing tribal harvest and resource protection objectives and policies, domestic and international agreements, and legal and regulatory frameworks. This position requires extensive knowledge in salmon biology, population assessment methodologies and fisheries management, as well as a familiarity with tribal fishing rights. The Manager will coordinate and interact with technical and policy representatives from domestic and international agencies on issues related to the management of finfish species. The Manager will supervise professional and technical staff, develop and implement management plans and sampling programs, oversee and maintain budgets, and provide senior Lummi policy and legal staff with recommendations on issues affecting Lummi's finfish fisheries.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned:

Fisheries Management

1) Be the technical lead in the development of annual finfish management plans, providing analysis and recommendations for finfish stocks passing through Lummi's usual and accustomed fishing grounds that conform to inter-jurisdictional harvest limitations, wild stock policies, Endangered Species Act requirements and other relevant policies and agreements affecting fishery resource management.
2) Participate in the technical and scientific review and revision of the Puget Sound Chinook Harvest Management Plan and the WRIA 1 Salmonid Recovery Plan

3) Serve as the technical lead for finfish harvest planning and represent Lummi in the following salmon planning meetings and processes: Pacific Salmon Commission, Pacific Fisheries Management Council and North of Falcon
4) Prepare and submit fishing regulations that conform to tribal ordinance and policies, and that are consistent with scientifically defensible natural resource management protocols
5) Review and evaluate complex technical reports and/or models (e.g. Fishery Regulation Assessment Model) and make recommendations to the Fisheries Manager.
6) Model, review and monitor existing and proposed tribal and non-tribal fishing schedules
7) Assume a lead role in the Nooksack River early Chinook fishery (currently a mark-selective tangle net fishery). Coordinate fishery, data collection and reporting, and contract negotiation.
8) Coordinate with existing LNR staff to develop and maintain databases related to fisheries assessment and management and ensure their compatibility with other databases;
9) Under the direction of the Fisheries Manager, coordinate with other LNR Divisions and/or managers (Enhancement, Restoration, Shellfish) to advance LIBC's harvest objectives and to ensure compliance with Hatchery Genetic Management Plans (HGMPs), Fishery Agreements, etc to the extent applicable and in alignment with LNR policy direction
10) Advise the Fisheries Manager on progress towards achieving LIBCs finfish harvest objectives

Stock Assessment

11) Work with state and tribal co-managers to evaluate and update existing stock assessment survey and sampling methodologies utilized by LNR staff (especially salmon and steelhead). Develop and implement a comprehensive, cost effective data collection strategy that will inform harvest, enhancement, and restoration planning
12) Oversee the implementation of scientifically rigorous adult and juvenile abundance estimates for salmonids in the Nooksack/Samish terminal area; this may include, but not be limited to, redd and carcass estimates, mark-recapture and radio tag studies, hydro-acoustic and PIT-tag projects, operating a screw trap and test fisheries
13) Lead the development, collection, storage, and sharing of stock assessment and harvest sampling surveys and data, and coordinate information needs with other LNR Divisions (Restoration, Salmon Enhancement, ESA, etc) to meet policy requirements and Lummi harvest objectives
14) Design, conduct and document scientific studies, biological sampling, data analysis and test fisheries for proactive, adaptive and responsible fisheries management;
15) Participate in the development and review of post-season escapement estimates and preseason run size forecasts;

Program Administration

16) Manage the Finfish Program, including the development of strategic short and long range plans, programs, goals, performance measures and objectives; program planning to meet LIBC, LNR department and division goals, budget planning, administration and reporting, and staffing;
17) In consultation with the Fisheries Manager, hire staff members and manage performance including providing appropriate training, conducting regular performance appraisals, and administering corrective action if necessary; supervise 2-3 professional staff and 4-8 technical staff in field sampling, data management and reporting
18) Develop and monitor yearly budgets for the Finfish Program in accordance with Title 28; coordinate budget and expense allocation with the grants office
19) Coordinate with the Fisheries Manager, and other division managers, to identify and pursue grant funding consistent with LNR priorities. Develop and submit grant proposal, oversee

project implementation, and administer grants, track grant status, obligations, project close out and reporting

20) Prepare and manage contract awards and modifications in accordance with the Lummi Procurement Policy and funding agency requirements;
21) Ensure division goals, timelines, standards and reporting requirements are met
22) Hold biweekly program meetings and provide a written report of meeting to the Fisheries Manager
23) Attend Managers meetings with a brief written report of program highlights and projected activities
24) Provide continuing education and career advancement opportunities for tribal employees and in coordination with LNR Fisheries Commission provide public education and outreach in support of Lummi Natural Resources goals and objectives

MINIMUM QUALIFICATIONS:

- M.S. in fisheries science or related natural resources field from a recognized fisheries management/biology program and 6 years of relevant work experience involving Pacific salmon species OR PhD in fisheries science or related natural resources field from a recognized fisheries management/biology program and 3 years of relevant work experience involving Pacific salmon species
- Strong computer experience with statistical analysis, word processing, spreadsheet, database, and presentation software
- 5 years in a supervisory position
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience working with Native American tribes;
- Extensive knowledge and experience in fisheries program planning, development, implementation, management and administration;
- Strong quantitative analysis skills; experience designing and implementing scientifically sound sampling plans;
- Excellent oral and written communication skills, cultural sensitivity, empathy, and cooperative and collaborative problem solving approach;
- Demonstrated ability to comply with established policies and standard protocols;
- Demonstrated ability to work independently, to coordinate multiple projects simultaneously, and to effectively prioritize tasks
- Ability to organize time effectively and, when necessary, work beyond normal working hours to achieve task objectives in a timely fashion;
- Demonstrated ability to complete technical reports in a prescribed time period;
- Ability to travel and attend meetings throughout the year, but specifically January –April. Overnight travel is required.
- Knowledge of field methods for estimating population indices of salmon, environmental conditions and habitat;
- Strong administrative skills including supervision, budget management, and project organization ;
- Must maintain strict confidentiality at all times;
- Experience preparing grant proposals and meeting grant deliverables;
- Experience with Microsoft Excel, Word, Powerpoint, Access, GIS (e.g. ArcGIS), R statistical package, bibliography software, and electronic field data collection;

- Ability to operate small boats safely

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy
- Position requires extensive Criminal Background Check
- Possess and maintain valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376 or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.