



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: Wildlife Program Manager/Biologist

OPEN: August 19, 2021

EXEMPT: Yes

SALARY: (9/11) \$25.09-\$37.16 p/h DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: September 17, 2021

JOB CODE:

DIVISION: Wildlife

DEPARTMENT: Natural Resources

SUPERVISOR: LNR Director

VACANCIES: 1

JOB SUMMARY: The Wildlife Program Manager/Biologist (WPM) works under the direct supervision of the Lummi Natural Resources Department Director and is responsible for developing and implementing the LNR Department's Wildlife Program to protect and maximize the Nation's Treaty Right hunting opportunities of big game and avian populations.

The incumbent will provide program leadership, management, and technical support services to achieve the LNR Department's mission to maximize and protect wildlife and gathering opportunities by ensuring for an abundance of big game and the necessary access to traditional hunting and gathering areas for the Lummi community. Coordinate with technical and policy staff within the department to direct and coordinate all aspects of Lummi Nation's Wildlife and Gathering programs and projects.

This is an exempt position that serves as a senior staff natural resource specialist and division manager. A division manager is assigned projects that are a high priority for the department; hires, supervises, trains, and mentor's junior. The manager will develop, fund, implement and manage the new Wildlife program to ensure biologically sustainable big game populations and provide technical recommendations and information on big game populations (elk, bear, deer, etc.) to policy representatives.

The position is grant funded and contingent on continued grant awards that the incumbent will take a lead role in developing with assistance from the grant/funding support team.

The WPM works independently and also provides broad-based technical support to the Wildlife Program Staff and hunting committee. The WPM is responsible for data collection and analysis that will be used to protect Lummi Treaty-reserved hunting rights using best available science to ensure biologically sustainable big game populations. This position is grant –funded and continuing employment may be contingent on the success of the WPM at obtaining funding for ongoing support of the program and position.

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

1. Develops and manages the LNR Wildlife/Hunting Division including strategic short and long range plans, program, goals, performance measures and objectives; program planning to meet department and division goals, budget planning and administration, reporting, and staffing. Documents yearly plans and budgets in an annual LNR 'Win-Win agreement';
2. Lead, manage, and supervise the day-to-day operations of the Division per the approved annual Win-Win agreement.
3. In consultation with the Natural Resources Department Executive Director and the Human Resources Department, hires staff members and manages performance including providing appropriate training, conducting regular performance appraisals, and administering corrective action if necessary
4. Develop and monitor yearly budget for the Wildlife/Hunting Division in accordance with Title 28; coordinate budget and expense allocation with the grant's office. Prepares, submits, and administers funding proposals/grants which support the Wildlife/Hunting Program goals and objectives.
5. Coordinate with local, state, and federal natural resource management agencies, tribes, Non-Government Organizations, private landowners, and other entities (e.g., Whatcom County, WDFW, WDNR, USFS, USFWS, NWIFC, Western Washington Treaty Tribes, The Nature Conservancy, SPI, WEYCO.) to promote cooperative projects beneficial to wildlife species of historic and cultural significance. Develops partnerships and agreements with private landowners to facilitate tribal access for hunting, gathering and other ceremonial purposes. Works with landowners to identify and develop natural resource projects of mutual interest and benefit.
6. Conducts and coordinates field research including ground and aerial surveys of big game and sensitive species. Oversees data management and reporting to ensure that results from annual field work are accurately captured and memorialized in a format(s) that can be utilized and repeated in the future.
7. Engages in short- and long-term natural resource planning to include development of annual hunting regulations, big game harvest management, regional species-specific management plans (e.g., mountain goats, elk, black-tailed deer, upland birds, waterfowl).
8. Attends wildlife and natural resource management policy meetings on behalf of Director and, as appropriate, works with Director and the Lummi Fish and Natural Resources Commission to develop policy positions.
9. Provides technical support to the Lummi Fish and Natural Resources Commission as designated staff. Prepares and presents policy memos/letters, scientific data, project summaries, technical recommendations, and other guidance or input as requested by committee members.
10. Provides quarterly, annual, and final performance reports to tribal liaisons/grants coordinators at supporting agencies including Bureau of Indian Affairs, U.S. Fish and Wildlife Service, U.S. Forest Service, et al.
11. Coordinates with administrative staff to ensure that grants administration results in projects that are completed on time and within the proposed budget.
12. Provides progress reports to the Director.

MINIMUM QUALIFICATIONS:

- Master's degree in environmental, physical, or one of the natural resource fields environmental planning, fisheries, wildlife management, or other allied field and (5) years of professional level experience in wildlife or habitat management, environmental analysis, planning, science, or research which includes one year equal to a Natural Resources Specialist III or above or two years equal to a Natural Resources Specialist II or above. Additional qualifying experience may be substituted, year for year, for education. OR A Ph.D. in one of the above fields.

- **OR** Bachelor of Science in Wildlife or related natural resources field (e.g., ecology, zoology, geology, environmental biology, or policy) plus (10) years of professional experience in wildlife/natural resource management can substitute for a Master's degree.
- (5) years of experience with federal, state, local, or tribal governments and processes and environmental and tribal law required and experience in wildlife policy, administration, and management in the Pacific Northwest and knowledge of large game wildlife population dynamics, habitat issues, and hunting issues in Lummi's U&A.
- 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:

- Knowledge of big game wildlife biology and population dynamics, and applicable environmental regulations.
- Experience in natural resource/wildlife management with preference for experience in the Pacific Northwest.
- Ability to coordinate multiple projects; design and develop wildlife habitat management plans; complete and write reports based on project results in a prescribed time period; communicate effectively with department staff, other governments, and the general public; provide technical direction to professional staff for complex projects; organize time effectively and to work beyond normal working hours when required to meet task objectives in a timely fashion.
- Excellent oral and written communication skills, cultural sensitivity, empathy, and cooperative and collaborative problem solving approach.
- Demonstrated ability to comply with established policy and standard protocols.
- Ability to work independently and highly motivated self-starter and produce oral and written technical reports in a timely manner.
- Demonstrated experience and success in developing and implementing grant-funded projects
- Experience in policy development/negotiations related to natural resource/wildlife management
- Background in/exposure to Tribal Natural Resource programs and knowledge of legal and policy issues related to tribal treaty rights (e.g., fishing, hunting, gathering)
- Proficiency with Microsoft Office Suite (especially Word, Excel, PowerPoint, and Outlook) for document preparation, data entry/, management, presentations, scheduling, coordination, and electronic transmittal/communications).
- Expertise with GPS and GIS in field and office settings including map preparation, spatial analysis, remote data downloading, integration of GPS and GIS hardware and software.
- Must maintain strict confidentiality at all times.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to stand and walk.
- The employee must frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is frequently exposed to outside weather conditions.

- The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold and extreme heat.
- Field work for this position involves hiking (both on- and off-trail). The employee must be able to carry a backpack with field equipment and camping gear on steep and sometimes uneven terrain.
- Position also involves aerial survey work from helicopter and fixed-wing aircraft; the applicant must be willing and capable of participating in these activities without motion sickness or be able to effectively manage their motion sickness.
- This position is also required to handle and sometimes chemically and physically restrain large wildlife for research purposes.

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 Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> 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.