



COQUILLE INDIAN TRIBE

Job Title: Natural Resources Specialist
Department: Natural Resources
Reports to: Land and Water Stewardship Director
LSA Status: Non-Exempt – Full Time
Salary Grade: \$23.71 - \$38.53

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Land and Water Stewardship Director, the Natural Resources Specialist will: support the Tribe’s fisheries and wildlife management programs and activities, as well as its forests management and environmental services functions and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Support Cooperative Fish and Wildlife Management MOA implementation.
 - a. Develop and maintain a broad and detailed knowledge of status and trends of focal species of fish and wildlife in CIT 5-county Cooperative Management area.
 - b. Develop and maintain current knowledge of state, tribal, and federal fish and wildlife management and harvest programs and activities in 5-County area and beyond.
 - c. Support Harvest Manager in developing annual harvest regulation and tagging documents for publication to tribal community, distributing information to tribal members, assist with developing other supporting programs for tribal members.
 - d. Support Harvest Manager coordination with Communications Department staff in developing and disseminating harvest program information to tribal community.
 - e. Support Harvest Manager with development of harvest reporting systems and annual compilation and analysis of fish and wildlife harvest report information.
 - f. Assist Harvest Manager with development and implementation of Coquille Tribe specific hunter safety and hunting education program.
 - g. Assist Harvest Manager coordination with federal, state, and tribal harvest managers with concurrent harvest management jurisdiction in MOA geographic area.
 - h. Assist with Co-Management of natural resources-including contributing to annual cooperative meeting, data sharing, and funding coordination with ODFW.
 - i. Assist with tribal fisheries management programs including salmon and steelhead brood stock collections, spawning and acclimation, inventory of returning adults and program development functions.
 - j. Assist with invasive species removal, including but not limited to, operating or crew on electrofishing boats on Coquille River.

2. Assist with designing, conducting, and seeking funding for aquatic surveys that support CIT F&W and forests management, and environmental services activities. Input, analyze and summarize the data for internal and external reports and communication. Surveys include but are not limited to:
 - a. Habitat surveys.
 - b. Spawning surveys (salmon and lamprey).
 - c. Estuary and marine surveys and research.
 - d. Other population and habitat research.

3. Assist with designing, conducting, and seeking funding for wildlife surveys that support CIT F&W and forests management and environmental services activities. Input, analyze and summarize data for internal and external reports and communication. Surveys include but are not limited to:
 - a. Habitat surveys.
 - b. Game cameras: track and manage cameras and related equipment, research and develop monitoring techniques for different species.
 - c. Other population and habitat research.

4. Support CIT forest lands management activities. Assist with taking forest measurements and input, analyze and summarize data for internal and external reports and communication, including but not limited to:
 - a. Layout.
 - b. Inventory.
 - c. Stream classification.
 - d. Wetlands delineation.
 - e. Other projects.

5. Support CIT forest lands wildfire prevention and suppression activities, as experience and qualifications permit.

6. Support development of CIT policies and/or recommendations for wildfire prevention, suppression and post-fire rehabilitation on forest lands managed by federal, state, county, and private parties in CIT traditional use areas to promote CIT values and interests.

7. Support CIT Environmental Services activities.
 - a. Attend relevant watershed planning meetings across 5-County CIT Cooperative Management Area.
 - b. Assist with development of environmental and biological assessments.
 - c. Assist with implementation of CIT environmental monitoring program, including but not limited to design and implement of water quality monitoring activities.
 - d. Assist with grant writing, grant administration and reporting.

8. Assist in maintenance of NRD equipment inventory and tracking forms and procedures.

9. Collect and process GPS data.

10. Other duties as assigned.

The above statements reflect the general duties considered necessary to perform the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

The physical ability to stand, sit or walk frequently. The physical ability to drive vehicles, with either standard or automatic transmissions, for up to 2 hours or more per day. The physical ability to use both hands for frequent fingering and occasional simple grasping. The physical ability to frequently carry up to and including 25 pounds of weight for distances of up to 2 miles in various weather conditions and across various surfaces. The physical ability to rarely carry over 25 pounds of weight for distances up to 50 feet

in various weather conditions and across various surfaces. The physical ability to occasionally lift up to and including 50 pounds of weight between the floor and the waist. This weight will be constituted by the following items, but not limited to them: equipment, tools, firefighting tools, etc. The physical ability to work on uneven surfaces continuously. The physical ability to work outdoors in all temperatures and weather conditions. The physical ability to work around loud and constant noise continuously. The physical ability to tolerate required personal protective equipment such as safety/fire boots, work gloves, safety glasses, ear protection, safety vests, hard hats and face shields.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral, written, and electronic communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to communicate effectively with the public (Tribal and non-tribal) for cooperative management MOA implementation, public outreach, and volunteer outreach purposes.
4. Knowledge of Pacific Northwest plant, fish, and wildlife species.
5. Knowledge in designing and implementing fish habitat and population surveys.
6. Knowledge in designing and implementing wildlife habitat and population surveys.
7. Knowledge in methods of forestry measurements.
8. Knowledge in principles of fish and wildlife harvest management.
9. Knowledge in wildfire prevention, suppression, and restoration techniques.
10. Ability to interpret and communicate biological and environmental data, including the ability to generate reports and presentations.
11. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
12. Ability to make decisions independently in accordance with established policy and procedures.
13. Ability to use judgment and discretion in carrying out instructions furnished in written, oral, or diagram form.
14. Ability to read and interpret maps, aerial photos, property descriptions, charts, diagrams, and graphs.
15. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
16. Knowledge and experience with GIS and GPS software and data collection
17. Ability to learn procedures for the analysis of samples and to demonstrate good sampling and field monitoring techniques.
18. Knowledge of natural and cultural resources, experience with cultural resources monitoring
19. Knowledge of Tribal governments and culture.
20. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
21. Ability to work with mathematical concepts such as basic arithmetic and apply concepts such as fractions, percentages, ratios, and proportions.
22. Ability to safely tow large trailers.
23. Ability to safely operate chain saw.
24. Ability and willingness to swim and snorkel; IDEA certified open water diver.

REQUIRED QUALIFICATIONS

- A. Bachelor of Science degree in natural resources related field.
- B. Minimum of 3 years' experience in a natural resources related discipline, including experience with land management, forestry activities, fish & wildlife sampling, grant writing and harvest management.
- C. *Preferred.* Minimum of 5 years of experience in a variety of natural resources disciplines, including land management, forestry activities, fish and wildlife field work, environmental law compliance, grant writing.
- D. General knowledge of natural resources management principles, theory, and science, including fisheries, wildlife, and forestry disciplines.
- E. Working knowledge of federal and state regulations and policies applicable to management of Indian trust lands and natural resources a plus (i.e., those associated with the Indian Trust Asset Reform Act, Environmental Protection Agency, Endangered Species Act, Oregon Forest Plan, National Environmental Policy Act, National Historic Preservation Act (THPO), Native American Graves and Repatriation Act, etc.).
- F. Working knowledge of federal and state regulations and policies applicable to environmental protection and protection of at-risk species (i.e., federal NEPA and ESA).
- G. *Preferred.* Actual experience in implementing federal NEPA and ESA, such as completing environmental and biological assessments, permit writing, and/or ensuring compliance.
- H. Working knowledge of State of Oregon laws and regulations pertaining to management and harvest of fish and wildlife.
- I. General knowledge of Tribal governments, the concepts of Tribal sovereignty and federal trust responsibility and Tribal ordinances and policies affecting natural resources management a plus.
- J. Boaters Education Card, ATV Safety Education Card.
- K. *Preferred.* CDL, Firefighter Red Card, sawyer certifications.
- L. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.