I. SUMMARY:
The position assists in all research, monitoring, and evaluation activities for the SEATOR shellfish biomass survey program, the Klag Bay sockeye monitoring program, herring management program, supervises field crews, and assists on other fisheries projects and resource management problems as assigned by the Lead Fisheries Biologist. This individual is responsible for collecting biological data, leading field personnel, planning logistics, overseeing outreach, performing data analyses, and contributing to reports and other deliverables. This position is funded through December 31, 2021 and may continue beyond this date if funding can be secured.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Assist with grant goals and objectives for all fisheries related projects as assigned by the Lead Fisheries Biologist
2. Lead field staff in implementation of project protocols and data collection
3. Oversee workload of seasonal fisheries program staff and performs QA/QC on data collected
4. Ensure safe working conditions for all STA field staff
5. Conduct analyses, write technical reports, and develop public presentations
6. Plan and coordinate project logistics
7. Plan and implement fisheries-related outreach
8. Manage program grants and budgets in coordination with the Lead Fisheries Biologist and Resource Protection Director
9. Complete reports for designated fisheries projects as assigned
10. Stay in the field for at least 50 nights per season with up to 15 nights consecutively.
11. Lift and carry loads up to 75 pounds
12. Assist in Traditional Foods Program harvest and distribution
13. Attend and participate in STA staff meetings and events
14. Other duties as assigned

III. MINIMUM QUALIFICATIONS:
Education and/or experience:
- Bachelor’s degree in fisheries management, fisheries biology, or a related field AND experience leading field personnel in data collection activities

Experience, knowledge, skills and abilities:
- Experience with research project design, data collection, analysis, and reporting
- Effective written and oral communication
- Budget management
- Experience working safely in remote areas and in brown bear habitat
- Personnel supervision and leadership development
• Ability to incorporate the environmental concerns of the Sitka Tribal Council and its citizens to accomplish long-range environmental goals and objectives

IV. EXEMPT EMPLOYEE STATUS
As an exempt employee, the incumbent may expect to work between 37.5 and 50 hours per week to successfully meet the duties of the position.

V. DRUG AND ALCOHOL-FREE WORKPLACE
This position is required to comply with Sitka Tribe of Alaska’s Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

VI. CRIMINAL BACKGROUND CHECK
This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:
• Who has been convicted of any crime involving a sexual offense.
• Who has been convicted of, pled guilty or no contest to, or has a current pending charge of, a felony;
• Who has been convicted of or pled no contest to a misdemeanor domestic violence offense;
• Who is subject to a court order issued after a hearing which restrains him or her from harassing, stalking, or threatening an intimate partner or child;
• Who has been dishonorably discharged from the armed forces;
• Who has a criminal record indicating that the individual is an unlawful user of a controlled substance.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual’s immediate supervisor.

VII. PREFERENCE
Tribal Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VIII. APPLICATION INSTRUCTIONS
To apply, please visit http://www.sitkatribe.org/enterprises/jobsindex.html for an STA employment application. Please submit employment application and resume to Anne Davis at anne.davis@sitkatribe-nsn.gov.