

Sitka Tribe of Alaska
Job Description
ENVIRONMENTAL LAB MANAGER

Exempt:	Yes	Grade:	9
Department:	Resource Protection	Hours:	8:00a.m. -4:30p.m.
Reports to:	Resource Protection Director	Effective Date:	February 1, 2021

I. SUMMARY

Under the direct supervision of the Resources Protection Director, this position supports the goals outlined by Tribal Council for RPD. Responsible for coordinating all laboratory operations and associated environmental projects and programs, supervising 5-7 staff and 2-6 interns, serving as a primary project liaison, and representing STA programs with multiple partners locally, statewide and nationally.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

This position reports to the Resource Protection Director and supervises the Environmental Education Coordinator, Environmental Lab Technician, Environmental Lab Specialist, Environmental Lab Analyst, Natural Resource Technician and student interns.

B. General Duties

- Coordinate and train lab team to fulfill all operations of the Sitka Tribe of Alaska Environmental Research Lab.
- Write, manage, and implement numerous grants
- Develop plans and timeline for the Lab team and execute the objectives outlined in project proposals.
- Process shellfish and phytoplankton samples, including documenting, shucking, filtering, homogenizing, and extracting toxins.
- Perform weekly and monthly lab tasks, including duties associated with maintaining laboratory spaces.
- Use a variety of testing methods (receptor binding assay, ELIZA, DMA-80, HPLC, and Burke-O-Later) to analyze marine biotoxins and ocean chemistry parameters accurately and in a timely manner.
- Perform complex laboratory tasks independently and consistently.
- Assist with other departmental projects.

C. Meetings, STA Reporting and Professional Conduct

- Attend multiple meetings and conferences throughout the year

- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- Bachelor's degree in environmental science, fisheries, habitat management, biology, or similar field

B. Experience

- Two years' experience working in the environmental field including data collection and analysis.
- Experience supervising a team

C. Additional Requirements

- Valid Alaska Driver's license or willingness to get one within one month of hire.

D. Knowledge, Skills and Abilities:

- Intermediate experience with computer systems and software such as Microsoft Word and Excel
- Experience collecting and analyzing biological and environmental data
- Experience with budgeting and budget maintenance.
- Experience with timely narrative grant reporting.
- Knowledge, skills and experience in the field of environmental management.
- Ability to incorporate the environmental concerns of the Sitka Tribal Council, its citizens and the EPA to develop long-range environmental goals and objectives.
- Ability to communicate effectively in writing and orally.
- Ability to prepare and organize meeting minutes and reports.
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule).

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Masters of Science degree in environmental science, fisheries, habitat management, biology, or similar field
- Two years of demonstrable grant writing and management.

- Knowledge of environmental regulatory processes.
- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

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

VI. ADDITIONAL

A. 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, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense,
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence,
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness,
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child,
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming law.

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.

B. 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 reasonable suspicion and follow-up drug/and or alcohol testing.