

**Eastern Band of Cherokee Indians
Job Description**

Job Title: Supervisory Fish and Wildlife Biologist

Department: Natural Resources & Construction

Division: Operations

Reports to: Manager of Fisheries and Wildlife Management department

PRIMARY FUNCTION:

Develops and administers game and non-game fish and wildlife management efforts on Eastern Band of Cherokee Indian (EBCI) lands. Performs a variety of planning and technical functions related to terrestrial and aquatic species conservation through the Cherokee Fisheries and Wildlife Management department. Works with program manager and other EBCI staff to plan and implement scientifically-based, long-term, natural resource management protocols, ensuring scientific rigor from design to implementation. Primary duties include: development, coordination and maintenance of species specific and comprehensive fish and wildlife management plans; project coordination and implementation, staff supervision, and contract management pertaining to long-term research, restoration, and monitoring of species and habitats; preparation of grant applications and technical reports; completion of resource impact analyses in support of regulatory requirements; and coordination with Federal and State agencies.

JOB DESCRIPTION:

Participates in the development of policy and planning initiatives for the Cherokee Fisheries and Wildlife Management program.

Provides technical advice and assistance in the development and revision of departmental and programmatic plans and regulations.

Prepares adaptive fish and wildlife management planning documents, biological reports, and provides recommendations to tribal leadership.

Prepares grant applications to expand the Cherokee Fisheries and Wildlife Management department's capacity to self-sustainably manage tribal natural resources and meet long-term objectives.

Manages grant funding, executes contracts, directs contractors, tracks expenses and works closely with the Cherokee Fisheries and Wildlife administrator, manager, and EBCI Finance office to ensure financial tracking of projects is accurate and up to date.

Plans and coordinates critical long-term population studies for fish and wildlife species, both game and non-game. Conducts monitoring surveys, research projects, and restoration activities in accordance with accepted quality assurance protocols.

Plans and coordinates habitat assessment and enhancement projects for multiple game and non-game species on Tribal and possessory holder lands. Acts as program representative to the Natural Resource Conservation Service (NRCS) relating to the implementation of habitat enhancement projects on EBCI lands.

Serves as GIS coordinator for Cherokee Fisheries and Wildlife management department. Develops, maintains, and interprets data to direct natural resource management projects. Participates in statistical analysis of data, prepares graphs, charts, tables, and authors reports.

Performs biological evaluations and assists the EBCI Office of Environment and Natural Resources (OENR) complete environmental evaluations of projects on tribal lands in accordance with the National Environmental Policy Act (NEPA), Endangered Species Act (ESA), and other applicable statutes and regulations. Conducts population monitoring and regulatory compliance surveys for federally listed species under Section 7 of the ESA.

Works with other EBCI staff, federal and state agencies, NGO's, and universities to effectively implement Tribal fisheries and wildlife management goals and objectives. Participates in regional and national natural resource planning meetings/conferences and promotes activities consistent with the cultural and environmental values of the community.

Supervises up to (6) biological technicians for projects undertaken by the Cherokee Fisheries and Wildlife Management program. Oversees assigned staff, providing direct technical and administrative supervision. Plans, schedules, and assigns work to subordinates. Ensures crews receive training in and follow accepted quality assurance protocols for studies conducted. Performs administrative and human resource management functions relative to the staff supervised.

Prepares and presents reports to tribal leadership in written and oral format. Conducts planned outreach activities with the Cherokee community.

Performs other coordinating functions and related duties as assigned by the Cherokee Fisheries and Wildlife program manager.

JOB KNOWLEDGE:

Must possess expertise in southeastern fish and wildlife population and habitat relationships and ecology. Advanced expertise in experimental design, data analysis, and contemporary fish and wildlife management tools and survey techniques is required. Must have a thorough working knowledge of federal and tribal environmental regulations

including National Environmental Policy Act (NEPA), Endangered Species Act (ESA), experience with federally protected species, and permitting through the US Fish & Wildlife Service (USFWS) and Army Corp of Engineers (ACOE). Requires the ability to rapidly and accurately comprehend project issues and effects on biological resources, to interact professionally with co-workers and partners, and to identify solutions to meet Tribal conservation objectives. Must have good problem solving skills, as well as strong written and verbal communication skills. The ability to work in a team setting, supervise staff, manage budgets and contracts, and develop objectives and wildlife action plans is also required.

EXPERIENCE & TRAINING:

Minimum requirements include: Biological experience in a senior, leadership or management role coordinating with Federal and State agencies, non-governmental organizations, and the public concerning fish and wildlife conservation. Must possess or have the credentials to obtain a federal permit to work with ESA listed species known to inhabit EBCI lands. Must have proven success in identifying and procuring grant funds for fish and wildlife management projects. Must have experience in compiling and analyzing data, and presenting scientific information both in written and oral formats is required. Requires proficiency in Microsoft Office Suite including Word, Excel, and Access programs, ArcView Geographical Information System (GIS), and R statistical software. A valid driver's license is required. At least 5-years of experience in planning, designing, and conducting floral and/or faunal studies. Four years minimum of supervisory experience is required. One year to two years to become sufficient in most phases of the job.

EDUCATION:

Successful completion of a M.S. or Advanced degree in biological sciences, natural resource management, or related discipline is required for this position.

CONTACT WITH OTHERS:

Has daily contact with Fisheries and Wildlife Management staff, as well as other office staff and individuals from other Tribal programs and divisions. Frequent contacts are made with the BIA, US Fish & Wildlife Service, US Forest Service, National Park Service, NGO's, local universities, and other state and federal agencies supporting activities on Tribal lands. Works with outside natural resource professionals on regional and national fish and wildlife conservation committees representing EBCI interests. The purpose of contacts is to exchange or provide information and must be carried out with tact, courtesy, and professional decorum.

CONFIDENTIAL DECORUM:

A high degree of discretion must be used when considering data/information to be shared. Data produced through the Fisheries and Wildlife management department has the

potential to be misinterpreted and should be kept confidential until an appropriate time for release. Must adhere to all Tribal policies and procedures including those pertaining to confidential information.

RESPONSIBILITY FOR ACCURACY:

Errors in calculations and/or data collection could cause a misrepresentation of ecological health, the environment conditions within the surrounding community, and incorrect reports and could result in far reaching impacts. Inaccurate reports could result in sanctions, public distrust and loss of revenue for the Tribe. A high degree of accuracy is required.

MENTAL/VISUAL/PHYSICAL EFFORT:

Candidate must be flexible and team oriented. Must be detailed focused and possess exceptional skills relating to the statistical analysis of data, database management, public speaking, and scientific technical writing. Physical requirements of the job include times of moderate to strenuous activity (i.e. long hikes in rough terrain with monitoring/survey equipment), the ability to carry loads up to 50 pounds, and early-morning and late-evening hours. Must be willing to acquire needed health vaccinations for field work (i.e. rabies). Must be able to operate and maintain power boats, paddle rafts, four-wheel drive vehicles, and various laboratory and field equipment.

RESOURCEFULNESS & INITIATIVE:

Works under direct supervision of the manager for the Fisheries and Wildlife Management department and follows well defined procedures and schedules for planning and implementing fish and wildlife conservation and management projects. Must be able to multi-task and have good project management skills as the department is often responsible for multiple environmental reviews, field projects, and grant related responsibilities. Must have proven leadership and dependability in prior work history, be able to work little supervision, and meet deadlines is required.

ENVIRONMENT:

Approximately 75% of time will be spent in an office setting with remaining 25% spent in the field. Will be exposed to inclement weather conditions and varying terrain.