



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: SALMON ENHANCEMENT PROGRAM MANAGER

Lummi Natural Resources

OPEN:	November 8, 2017	CLOSES:	December 7, 2017
EXEMPT:	Yes	JOB CODE:	
SALARY:	\$33.18 to \$37.16 DOE	DIVISION:	Salmon Enhancement
SHIFT:	DAY	DEPARTMENT:	Natural Resources
LOCATION:	Lummi Nation Salmon	SUPERVISOR:	LNR Director
DURATION:	Regular Full Time	VACANCIES:	1

JOB SUMMARY: Provide program leadership, management and technical support services to achieve the Lummi Salmon Enhancement mission to provide and replenish the salmon resource for the Lummi community to harvest rates experienced in the mid-1980s. Coordinate with technical and policy staff within the department to direct and coordinate all aspects of Lummi Nation's salmon enhancement and recovery 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; supervises, trains, and mentors junior staff to successfully operate Lummi Nation's three hatchery facilities and manages a multi-species fish rearing program. Hatchery operations include: fish production, fish distribution, program planning, maintenance, training, safety, and public relations. The manager will also develop, fund, implement and manage construction projects intended to improve and modernize Lummi Nation salmon enhancement facilities.

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

1. Manages the Salmon Enhancement Division including development of 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;
2. Lead, manage, and supervise the day-to-day operations and maintenance of Lummi Nation's three salmon hatchery facilities in a manner that is consistent with best available science, consistent with co-manager recommendations and consistent with standards and guidelines set forth in Lummi Nation Hatchery and Genetic Management Plans (HGMPs). Coordinate the activities of the hatcheries and other enhancement activities to ensure a smooth overall internal operation including fish transfer and releases, spawning, rearing, and incubation, data collection and reporting, broodstock collection, thermal marking, mass marking, coded wire tagging and the implementation of any new technologies.
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 Salmon Enhancement Division in accordance with Title 28; coordinate budget and expense allocation with the grants office.
5. Prepare and manage contract awards and modifications in accordance with Lummi Procurement Policy;

6. Works closely with the hatchery facility managers, hatchery technical staff, and other Lummi Natural Resources staff to ensure hatchery programs are operated in scientifically defensible manner and that hatchery research and experiments are conducted in the manner intended.
7. Develop, review and update plans and strategies for Lummi Nation Salmon Enhancement Programs including Hatchery and Genetic Management Plans (HGMPs), Equilibrium Brood Document, Future Brood Documents, Fish Health and Disease Policies, and other planning document required federal agencies or co-managers working with Lummi Nation.
8. Serve as technical lead for hatchery plans and strategies and represent Lummi Natural Resources in technical issues when working with state co-managers, federal agencies and other tribal governments.
9. Reviews and evaluates complex technical reports or evaluations and makes technical and scientific recommendations regarding hatchery operations and management to policy staff;
10. Plans, facilitates, and/or participates as technical staff in meetings or cooperative agency work groups (e.g. SF Chinook Program work group).
11. Updates and revises Lummi Hatchery Standards Operations Procedures Manual as needed and ensures that hatchery staff understands and follow the procedures to collect, record and store data according to Lummi's Procedures and Best Practices.
12. Leads the development, collection, storage, and sharing of hatchery technical information and coordinates with ESA, Stock Assessment, Harvest and other divisions for compliance with internal and external permit requirements and to meet Lummi harvest objectives. Shares hatchery technical information with NWIFC and other state and federal agencies per Lummi policies and practices.
13. Develops briefing materials, prepares and presents PowerPoint presentations on projects for policy makers, elected officials or their staff members, professional conferences or workshops, grant funders, the general public, or other meetings.
14. In coordination with hatchery facility managers and technical staff, identify and implement hatchery infrastructure improvement or retrofit needs that are consistent with established production goals, Lummi Nation law, and federal regulations. Serve as project manager for facility maintenance and improvement projects. Tasks may include but are not limited to: project design, project budgeting, materials purchases, contract writing, contractor/consultant communication and management, permit applications, overseeing the work of LNR employees working on projects, report writing, tracking match, and overall responsibility for project schedule and quality.
15. Coordinate with hatchery facility managers and the director's office to develop grant proposals for the Cyclical Maintenance, Hatchery Reform and other grant funding opportunities as they become available.
16. Hold biweekly Enhancement Division meetings and provide a written report of meeting to the Director.
17. Attend Managers meetings with a brief written report of program highlights and projected activities.
18. Provide continuing education and career advancement opportunities for employees, and provide public education and outreach in support of Lummi Natural Resources goals and objectives.
19. Perform other duties assigned by the immediate supervisor within the general scope of work described.

MINIMUM QUALIFICATIONS:

- Master of Science degree in fisheries biology, fisheries management **OR** closely related natural resources management field and **5** years experience in research and management of fisheries resources, including experience with salmon enhancement programs *preferred*.
- A Bachelor of Science degree in one of these fields and a minimum of **7** years of specialized experience in fisheries management including salmon enhancement programs can substitute for a Master of Science degree.
- Must possess at minimum, a Bachelor of Sciences degree in natural resources management or related field and have **7** years of professional experience in salmon enhancement, fisheries management and contract management and technical report writing, which includes one-year equal to a Natural Resources Specialist III or above.
- Strong computer background using word processing, spreadsheet, database, presentations software.
- Proven supervisory skills
- Lummi/Native American/Veteran preference policy applies.

- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of fisheries biology and salmon enhancement principles, practices and methods of hatchery operations and applicable environmental regulations, common computer software applications.
- Ability to coordinate multiple projects; design and develop construction projects to improve the hatchery facilities; 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 or controversial 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.
- Ability to organize time effectively and work beyond normal working hours when required achieving task objectives in a timely fashion.
- Must maintain strict confidentiality at all times.

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.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance. LICENSE AND INSURANCE MUST BE MAINTAINED AS A CONDITION OF EMPLOYMENT
- Position requires extensive Criminal Background Check.
- Pursuant to Lummi Code of Laws 17.02.020, must be at least 21 years of age, of high moral character and integrity, and never have been convicted in the Lummi Tribal Court or other court of a misdemeanor involving dishonesty or of a felony.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.