



# 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:** Stock Assessment Manager  
Lummi Natural Resources

**OPEN:** November 15, 2017

**EXEMPT:** Yes

**SALARY:** \$33.18- 42.74 /hr. (Grade 11-12)

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** November 28, 2017

**JOB CODE:**

**DIVISION:** Stock Assessment

**DEPARTMENT:** Natural Resources

**SUPERVISOR:** Natural Resources Director

**VACANCIES:** 1

**JOB SUMMARY:** Responsible for the management of the Stock Assessment (SA) Division to support a sustainable, harvestable surplus of salmon and shellfish sufficient to support the Lummi *Schelangen* ("way of life"). Supervises SA staff and complies with the L.I.B.C. personnel policies. Staff includes three or more professional positions and six or more field technicians.

Responsible for developing and implementing the annual **Stock Assessment Workplan**. Provides focus and oversight for the core objectives as identified in the SA Workplan. Creates, reviews, and approves all sampling plans to assure they are scientifically sound and defensible. Provides reports to the LNR Directors Office as needed.

Manages multiple accounts including grants. Responsible for complying with all LIBC accounting and grant requirements. Prepares progress and annual reports as needed. Develops grant proposals as needed.

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

1. **Development and Implementation of Annual Stock Assessment Workplan:** Prepares an Annual Workplan which includes a mission statement, core objectives, desired outcomes, performance measurements, and limiting factors for the SA Division. Implements the Work Plan including tracking and reporting on objectives and tasks. Includes progress reports to the Directors Office as needed. Current Workplan identifies following core objectives:
  - a. **Smolt Outmigration Estimates:** Produce and improve annual salmon outmigration smolt production estimates for Chinook, coho, pink, chum and steelhead.
  - b. **Adult Escapement Estimates:** In coordination with Nooksack co-managers, produce and improve annual escapements estimates for naturally spawning fish and hatchery returns for Chinook
  - c. **Survival and Production Estimates:** Develop survival and production models (e.g. smolt to escapement survival and recruit/spawner production models) for Chinook and coho. Includes habitat and other ecosystem factors to evaluate fishery models, hatchery performance, changes in harvest opportunities, and restoration actions.

- d. **Hatchery Program Technical Interchange;** Establish a technical interchange with salmon and shellfish hatchery divisions to aide improving and protecting hatchery operations and as needed for hatchery policy and reporting (e.g. HGMPs).
  - e. **Harvest Management Technical Interchange:** Establish a technical interchange as required to assist harvest management.
  - f. **Salmon Recovery Planning:** Establish a technical interchange as required for salmon recovery planning, restoration evaluation, Forest Fish, ESA policy, and for litigation as needed
  - g. **SA Division Administration:** Maintain and implement a schedule for administration actions, grant proposal submission, grant reporting, project implementation, associated meeting or symposium attendance and improve divisional capacity in order to achieve long- and short-term stock assessment division objectives and goals.
2. **Management of all accounts assigned to the Stock Assessment Division:** Prepares annual budgets for several accounts. Develops a plan to utilize multiple accounts to cover staff wages and fringe, supplies, vehicle, and other expenses for all permanent staff. Identifies resources needed to implement the Workplan. Tracks all expenditures to stay within each budget. Satisfies granting agencies by producing work products that meet contract obligations. Complies with all LIBC accounting policies.
  3. **Supervise Stock Assessment Staff:** Responsible for professional supervision of all SA staff. Includes complying with LIBC concerning all personnel matters. Conducts annual evaluations for professional staff and oversees evaluations of other staff as necessary. Projects a professional work ethic as an example for staff. When corrective actions are necessary, ensure that these are fairly implemented according to LIBC policies. The SA Manager, by example, promotes a positive, cooperative, and productive work environment.
  4. **Oversight and Management of all data collected by the Stock Assessment Division.** Establish and approve study designs to assure that field studies are scientifically sound and defensible. Develop and/or approve field protocols and standard operating procedures. In addition, provides a general organizational structure for the division which includes an orderly record keeping system for field data, field forms, & field gear.
  5. **Promotes a Positive Work Environment:** Provides an example for other staff which includes professional behavior, a positive can-do attitude, communicates in a professional demeanor, fully completes tasks, and attends to follow-up when needed. Treats co-workers, community members and elders with courtesy and respect. Follows and promotes the chain-of-command. Adheres to all LIBC & LNR policies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Proven leadership skills including demonstrated experience having supervisory responsibility for professional and technical staff.
- Demonstrated experience in managing multiple budgets.
- Experience preparing grant proposals and meeting grant deliverables.
- A sound understanding of statistics as it applies to preparing a scientifically defensible study plans including determining appropriate sample sizes, addressing bias, and determining the precision of abundance estimates.
- Knowledge of Pacific Salmon life histories, fresh and saltwater habitats, salmon forage and predator species.
- General knowledge of methods for enumerating juvenile salmon including traps, seines, PIT tags, and hydro-acoustic counters.

- General knowledge of methods for determining adult escapement including spawned surveys, weirs, and hydro-acoustic fish counters.
- Ability to accurately identify to species juvenile and adult salmon.
- Excellent oral and written communication skills
- Proficient in the use of databases.
- Skilled in use of Microsoft Excel, Word, PowerPoint, and Access databases.

**MINIMUM QUALIFICATIONS:**

- PhD **OR** Master's degree in the natural sciences (fisheries *preferred*)
- Master's degree requires minimum five years (ten years preferred) of professional level experience in fisheries field research. (Publication of peer-reviewed technical reports *preferred*).
- Demonstrated understanding and application of statistics in developing sampling plans.

**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](mailto: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.