

Norton Sound Economic Development Corporation
Job Description

Job Title: Fisheries Biologist

Department: NSFR&D
Supervisor: NSFR&D Director
Supervisory: Yes
Grade: 10

Duty Station: Unalakleet, AK
Type of Position: Regular, Full-time
Eligible for Benefits: Yes
FLSA: Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,700 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause, post-accident, and seasonal random drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound region, regional fisheries and Community Development Quota organizations is preferred for all positions.

Purpose of Position:

The Fisheries Biologist is responsible for planning, developing, coordinating, implementing, and evaluating Norton Sound Fisheries Research and Development (NSFR&D) projects, including fisheries development (subsistence, sport, and commercial), fisheries research (salmon, crab, halibut etc.), and salmon restoration. The Fisheries Biologist supervises Norton Sound Fisheries Technicians Crew Leaders and seasonal work crews.

Supervision Received:

The position receives supervision from the NSFR&D Director who monitors work performance and gives work direction. The position functions with general independence.

Essential Job Functions and Responsibilities:

- Assist the NSFR&D Director by providing administrative oversight of NSEDC fisheries research, restoration and development projects in the Norton Sound region.
- Assist in the research and development of proposals to secure fisheries research grants.
- Provide supervision and work direction for Fisheries Technicians and seasonal work crews. Lead the work in the collection of management or research data, and planning and coordinating logistical support to field crews.
- Oversight, both onsite and remotely, of NSFR&D field projects, including their yearly installation, staffing, provisioning, data collection and yearly tear-down.
- Attend and participate in regulatory agency/board meetings as needed, such as Alaska Board of Fish, NPFMC, and federal subsistence board.

- Participate in outreach activities in member communities and schools to better educate and increase awareness of the biology and the economics of fisheries research.
- May assist with preparation, monitoring and auditing of project budgets and prepare program reports and updates for NSEDC as required.
- Other duties as assigned

Qualifications:

A bachelor's degree in biological science and at least 2 years of fisheries research and management project experience OR a master's degree in biological science is required.

A valid driver's license is required.

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly and represent the company in a professional manner.

- Knowledge of existing and emerging principals and procedures of fisheries biological research, and data analysis and evaluation
- Knowledge of fish species and characteristics, biologic and harvest variables, and requirements and tolerances in relation to fisheries issues
- Knowledge of state, federal, tribal, and international fishery management issues, research objectives, strategies, policies and regulations
- Knowledge of regulatory rules and policies affecting the conservation, preservation, propagation, and utilization of various fish species for research
- Knowledge of principals and techniques of supervision and administrative management, including planning, staffing, budgeting, purchasing, contracting, and interagency agreements, and reporting
- Knowledge of commercial fishing practices and techniques preferred
- Knowledge of firearms and firearm safety and of first aid and precautionary health and safety skills
- Skill in performing physical demanding work and to withstand inclement weather and other environmental conditions
- Skill in safely operating small boats, snowmobiles, ATVs, power tools and other field research equipment
- Skill in working independently within an unstructured environment
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in operating a personal computer utilizing a variety of software applications, including the Microsoft Office suite of programs

Physical Requirements

- Use hands and arms to operate office or clinical equipment
- Sit more than half the workday

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- Stand and/or walk more than half the workday
- Bend, stretch, twist, crouch and/or reach
- View electronic monitors for prolonged periods of time
- Use hands and arms for repetitive motion tasks
- Lift or carry unaided up to 50 pounds
- Push or pull using more than moderate force
- See and hear with normal acuity

Working Conditions:

- Work is usually conducted in a standard office environment
- Work is conducted in a camp setting and employees are expected to be stationed at the camp for extended periods of time
- Extended work hours (including weekends) are required as needed during the summer field season.
- Travel is required (25% of the time or more)
- Travel is done via large aircraft
- Travel is done via small (less than 16 passenger) aircraft
- Travel is done using snowmobiles, all-terrain vehicles or boats
- Work may be conducted outside in inclement weather conditions

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date _____

Supervisor Name: _____ Signature: _____ Date _____

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.