

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-209 **Issue Date:** 11-02-16 **Closing Date:** 11-08-16

Program Coordinator
YN Fisheries FRM
Department of Natural Resources
Hourly Wage: \$16.05/Regular/Full-Time

The job duties of the position are many, and varied. This position is responsible for administrating data and information collected by the Program assisting with various project management and administration, and providing assistance and support in the field as needed. Data includes various surveys in the field on larva/juvenile (in-stream and in diversions) and adult (spawning / nests) lamprey as well as at hatchery (e.g. artificial propagation, larval rearing, adult holding) and restoration (translocation, etc.). Project management and administration work includes, but is not limited to, securing of permits, tracking of budget expenditure, and communication with partners. Support in the field is needed from time to time for a range of projects, including hatchery, restoration, and larval/juvenile and adult monitoring work. The incumbent will also assist with outreach and education activities. All field work is conducted within the Yakama Nation Ceded Lands, rivers, and streams and usual and accustomed fishing areas.

Knowledge, Skills and Abilities:

- Knowledge of database management and administration.
- Knowledge of project planning and implementation.
- Knowledge of standard fisheries principles and procedures assigned.
- Knowledge and skill in operating equipment and tools used in fisheries work.
- Knowledge of safety guidelines associated with work assignments.
- Ability to effectively communicate clearly both orally and in written form.
- Ability to establish and maintain effective working relationships.
- Ability to follow oral and written instructions.
- Ability to handle leadership responsibilities as delegated.
- Ability to maintain accurate data and summarize reports.
- Ability to independently plan and implement projects from start to end.
- Ability to perform work assignments independently and productively with minimum supervision.
- Ability to work outdoors and perform physical labor in all types of weather and conditions.
- Ability to deal tactfully with the public.
- Perform other duties as assigned.

General Recruiting Indicators:

- Associate Degree AND six months of fisheries and/or natural resource related labor experience. College coursework involving major study in biology, zoology, fisheries, wildlife, chemistry, natural sciences, or a closely allied field, provided the coursework includes at least 30 semester or 45 quarter hours of natural science class.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must be in good physical condition with ability to hike up to 5 miles a day.
- Yakama enrolled preference.