



**The Klamath Tribes**  
501 Chiloquin Blvd./P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

**OPEN: 04/09/18**  
**CLOSE: 05/09/18**

EXEMPT:  X   
NON-EXEMPT:    

**POSITION DESCRIPTION**

**POSITION:** **WILDLIFE BIOLOGIST**

**RESPONSIBLE TO:** Natural Resource Director

**SALARY:** GS-11 \$50,532 - \$65,682 Annual/Full Benefits  
GS-12 \$60,560 - \$78,728 Annual/Full Benefits  
GS-13 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

**CLASSIFICATION:** Professional/Management, Regular, Full-Time

**LOCATION:** The Klamath Tribes  
Natural Resource Department  
501 Chiloquin Blvd  
Chiloquin, OR 97624

**INTRODUCTION**

The Wildlife Biologist is a scientific professional of the Natural Resources Department who performs a variety of managerial, professional, and scientific ecological work in connection with the determination, establishment and application of the biological facts, principles and procedures necessary for the conservation and management of wildlife species. This position requires a combination of field and office work.

The Wildlife Biologist responsibilities include the management, planning, protection, preservation, and enhancement of wildlife resources with a special emphasis on Treaty reserved resources.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Assist with developing short- and long-term goals and objectives for the Wildlife Program.
2. Develop and implement work plans to meet goals and objectives.
3. Develop and implement biological and ecological principles, facts, and direction for the wildlife species of interest.
4. Participate on National Environmental Policy Act (NEPA) interdisciplinary planning teams with Forest Service staff on projects that affect treaty resources by attending office and field meetings and providing written professional wildlife input that protects, restores or enhances habitats.
5. Work collaboratively with State, Federal, Tribal, and private sector natural resource professionals to design and implement research, monitoring and restoration projects, and programs to best achieve Tribal wildlife management goals. This includes attending field and office meeting at different agency offices and field sites.
6. Develop and implement biological and ecological principles, facts, and direction for the wildlife program.
7. Assembles and evaluates information on wildlife resources, including but not limited to, mule deer and elk. Integrates this information with appropriate scientific literature, interacts with other resource professionals, and recommends resource management strategies to the supervisor that best achieve Tribal wildlife management goals.
8. Develop methods to evaluate wildlife habitat potential and requirements.
9. Conduct mule deer track counts, bald eagle surveys and other surveys as needed.
10. Manages Wildlife Program grants and agreements according to Tribal policies and procedures including the rules governing a specific grant. Writes grant proposals as needed.
11. Pursue opportunities to fund projects and to build the Wildlife Program capacity.
12. Manage Wildlife Program budgets in accordance with the Tribal budget policy. Reviews and monitors expenditures to remain within established budgetary constraints.
13. Manage Wildlife Program contracts in accordance with the Tribal procurement policy.
14. Oversee all aspects of the Tribal on-line game tag sales system to ensure its proper function and maintenance to minimize downtime. Provides routine system generated reports and special reports as directed.
15. Manage Wildlife Program records in accordance with the Tribal records management policy.
16. Manage Wildlife Program property in accordance with the Tribal property management policy.

**Position Description:** Wildlife Biologist

**Revised:** 10/2017

Page 2 of 6

17. Prepare routine monthly, quarterly, annual, and other reports as directed.
18. Prepare technical, progress, and final reports relating to wildlife management, as required or assigned.
19. Exercises the full range of supervisory duties for department staff and activities. Perform overall work planning, establish work schedules and priorities, assign and review work. Personally discuss work progress and problem areas as they arise with subordinates. Recommend employee status and other personnel changes. Approve leave. Evaluate performance. Identify training needs and ensure that training opportunities are provided.
20. Other duties, as assigned.

### **SUPERVISORY CONTROLS**

The Director outlines the overall program objectives and priorities, time limits, and the financial and personnel resources available. The employee plans and schedules recurrent work, handles problems, and completes work using one's own initiative, exercising judgment according to previous training, experience, and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

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

Must be willing to gain knowledge and understanding of Tribal organization, functions, policies, goals, priorities, and operating programs.

Knowledge of federal laws regulating the management and use of wildlife resources, such as the Endangered Species Act and the National Environmental Policy Act.

Knowledge of theories and principles of biological populations, biological regulation, and game harvest management.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices and priorities of Natural Resources Department. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Knowledge of, or ability to learn, Klamath Tribal laws and regulations.

Knowledge of, or ability to learn, Tribal subsistence and Treaty resources.

Working knowledge of east-side ponderosa pine ecosystems.

**Position Description:** Wildlife Biologist

**Revised:** 10/2017

Page 3 of 6

Knowledge of big game management principles and application, with emphasis on mule deer and elk.

Ability to establish and maintain effective and cooperative working relationships with employees, other departments, state, county, federal, and local agencies, Tribal members, elected Tribal officials, and the general public.

Good public relations and inter-personal skills. Must be able to meet with a variety of individuals of differing backgrounds in a professional manner, using tact, diplomacy and mature judgment while providing Tribal perspectives.

Ability to communicate orally and in writing. Ability to express her/himself in a clear and concise manner for the purposes of correspondence, reports, and instructions, as well as for obtaining information or conveying messages.

Above average knowledge of grammar, spelling, punctuation, and vocabulary skills.

Good organizational and planning skills, ability to meet deadlines.

Ability, knowledge and skill to prepare and administer Tribal budgets, to provide financial guidance and assistance, and administer contracts and grants in accordance with established policies, rules, and regulations.

Ability to achieve programmatic and organizational objectives, making sound decisions, exercising judgment based on previous experience, training, and instructions.

Ability and skills to work in a multi-disciplined, multi-cultural natural resource environment.

Ability to effectively organize, assign, and supervise the work of subordinate employees.

Ability to work in inclement weather and rugged terrain.

Skill and ability to operate a vehicle in adverse weather (e.g. snowy conditions) and on rugged forest roads.

#### **QUALIFICATIONS, EXPERIENCE, AND EDUCATION**

- Master's Degree in Wildlife Biology or related field is preferred; **or** BS Degree in Wildlife Biology or a related field, **REQUIRED**. (*Copy of degree or transcripts must be submitted with application.*)
- Minimum of three (3) years of wildlife biology field experience professionally, educationally or combination of both, **REQUIRED**.
- Experience in big game management and biology preferably with mule deer or elk, **REQUIRED**.
- Work experience in intermountain ponderosa pine ecosystems, preferred.
- Minimum of one (1) year of supervisory experience, **REQUIRED**.

**Position Description:** Wildlife Biologist

**Revised:** 10/2017

Page 4 of 6

- Experience managing budgets, preferred.
- Experience managing grants, preferred.
- Experience developing and administering contracts, preferred.
- Must submit to and clear an alcohol/drug screen test and submit to random testing as per policy, **REQUIRED**. (*Employment will be contingent upon clearing the required alcohol/drug screening test.*)
- Must possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire and must submit driving record with application), have a good driving record and be insurable by the Klamath Tribes' vehicle insurance policy as a condition of employment, **REQUIRED**. (*Copy of valid DL must be submitted with application.*)
- Must submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resources any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**. (Employment will be contingent upon clearing the required criminal records background check.)
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal Staff are considered mandatory reporters, **REQUIRED**.

#### **INDIAN PREFERENCE**

- Indian Preference will apply. (*Must submit proof of Indian Preference with application.*)

#### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

#### **APPLICATION PROCEDURES**

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes**

**Position Description:** Wildlife Biologist

**Revised:** 10/2017

Page 5 of 6

**ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.